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| |  | | --- | |  | | | **File Ref:** | KPI/10C.3/3/2 |
| **Date of Meeting** | 16th March, 2017 |
| **Venue of Meeting** | Stima Plaza, Auditorium |
|  | **Page No.** | 1 of 2 |
|  | **PRE-BID MEETING FOR SUPPLY OF CUSTOMER SATISFACTION SURVEY SERVICES TENDER NO. KPI/9AA-2/OT/CS/16-17** | |
| **In Attendance** | **KPLC PRESENT**   1. Waceke Mbugua 2. Bernard Muturi 3. Christine Tum   **SUPPLIERS PRESENT**   1. Silas Nyaga- Multimedia Consultancy Ltd 2. Norman Mwangi- VAS Consultants Ltd 3. Christopher Maina- GFK 4. Richard Wanjohi- GFK 5. Stanley Nyoro – PARS Research 6. Elijah Makau- PARS Research 7. Elizabeth Njoki- PARS Research 8. Simon Mwaniki- Intex Management Inst 9. Newton Njau- ConsumerPro 10. Mike Gachui- Wayo Company 11. Justin Kinoti- TKM Maestro 12. Gideon & Nicholas- IntraSpace Market Consultancy 13. George- Consumer Options 14. Samuel- Elikim Tech 15. Begi Cliff- Sigmund PEAK 16. Airo Mmata- Global Search Solutions 17. F. Mayaka- Mayaka Management Training 18. Martin Wangui- Emerens Ltd 19. Alexander Kranie- Geopoll Ltd 20. Justina Muthama- International Renaissance Centre 21. Mary Majuma- Consumer Options 22. Brenda Kiogora- Longate Investments Ltd 23. Karii Solutions 24. Mike Gachui- Wayo/Grass Company 25. Emily Were- IPSOS Ltd 26. Brigid Matheka- Bethel Global Investments 27. Danroo Enterprises 28. Samuel Mwangi | |
| 1. Introduction 2. Steps for Online Supplier Registration 3. Clarifications of tender Document Items | | |
|  | **Key Take Outs** | |
| **Min 1**  **Online New Supplier Registration** | * All new suppliers are required to register online at [www.kplc.co.ke](http://www.kplc.co.ke) in order to participate and submit the tender documents online through E-Procurement. * The registration manual is available on the website under Public Information. | |
| **Min 2**  **Clarification of Tender Document Items** | 1. Clarification on the Instructions to Tenderers super cede the General Tender Conditions. 2. Clarification on Tender Security; it is Ksh. 70,000 3. Clarification on the Evaluation Criteria:  * Team Leaders should be permanent employees with appointment letters who will be based in the regions to supervise the data collection. * Documentary evidence should be appointment letters. * Evidence of Statistical Analysis tools can be dummy data on the system, screen-shots from eth system or other relevant proof will be accepted. * Timelines is 6 weeks to get the final report, does not include the timeline for making presentations in the regions.  1. Forms provided to Tenderers including those forwarded to Banks should not be reformatted or any wordings changed. 2. Membership to ESOMAR or MSRA is a requisite. | |
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