



**TENDER NO.KP1/9AA-2/OT/52-HR/15-16 FOR SUPPLY AND FIX ELECTRONIC MOVABLE STORAGE SYSTEM & ARCHVIAL BOXES**

**MINUTES OF MEETING**

**PURPOSE :**  
Pre-bid site meeting(s)

Date : 22<sup>nd</sup> March, 2016  
Venue : Demonstration Centre E/House Nairobi  
Time(s) : 8.00 am to 12.00 pm

**ATTENDEES:**

No	Name	Company	Email Contact
1.	Edgar Mayende	KPLC	<a href="mailto:Emayende@kplc.co.ke">Emayende@kplc.co.ke</a>
2.	Alice Theuri	KPLC	<a href="mailto:Atheuri@kplc.co.ke">Atheuri@kplc.co.ke</a>
3.	Bernard Kibe	KPLC	<a href="mailto:Bkibe@kplc.co.ke">Bkibe@kplc.co.ke</a>
4.	Mathias Mboya	Coseke (K) Ltd.	
5.	Gabriel Njoroge	Star zone Office Supplies	
6.	George Omweri	Reliable Electrical Engineers Nrb. Ltd.	
7.	Murithi Mbijine	Plan & Trend EA Ltd.	
8.	Edward Ketten	Junaco Trading (K) Ltd.	
9	Cely Atieno	Bilamar Investments Ltd.	
10	Wamalwa Geothig	Geotimas Office Solutions Ltd.	
11	Brian Tumw	Win-Mac Solutions	
12	Premier Ltd.	Eric Mugambi	

**MINUTES**

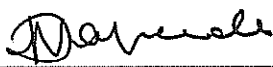
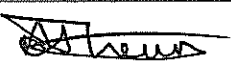
ITEM	DETAILS
1.0	<b>E-PROCUREMENT</b>
	Members were reminded that this will be an e-procurement process and the following conditions must be fulfilled: <ul style="list-style-type: none"> <li>Registered with Kenya Power</li> </ul>



ITEM	DETAILS
	<ul style="list-style-type: none"> <li>• Have a domain email.</li> </ul> <p>Members were informed that bid closing date will be 29<sup>th</sup> March, 2016.</p> <p>Members were encouraged to read through the tender document and understand the content.</p> <p>Tender submission checklist must be checked where provided.</p> <p>All scanned documents must be legible.</p> <p><b>Tender security:</b></p> <p>Tender security shall be KShs.300,000(Three hundred thousand shillings) However the Original Tender Security in an envelope clearly labelled with the tender number &amp; name, shall be deposited in the Tender Security Box on 3rd Floor Supply Chain Reception on or before the opening date and time.</p> <p><b>Validity of tenders :</b></p> <p>Tender validity shall be 120 days from the date of the tender as per the Invitation to Tender and Tender Form.</p> <p><b>Number of Sets of and Tender Format:</b></p> <p>There will be only one document submitted on the E-procurement portal.</p> <p><b>Award of contract:</b></p> <p>Shall be for supply &amp; fix as one whole contract to the lowest evaluated bidder.</p> <p><b>Performance security:</b></p> <p>Performance security shall be 10% of the contract sum</p>
3.0	<b>EVALUATION CRITERIA</b>
	<p><b>Preliminary:</b></p> <p>This includes confirmation of the following, among other details:</p> <p>Submission of Tender Security - Checking its validity, whether it is Original; whether it is sufficiency and whether it is issued as required in the tender document; whether it is strictly in the format required in accordance with the sample Tender Security Form(s).</p> <p><b>Technical:</b></p> <ul style="list-style-type: none"> <li>• For goods manufactured outside Kenya, applicable relevant valid ISO 9001 certification</li> <li>• For goods manufactured in Kenya - valid KEBS Diamond Mark of Quality Certificate or KEBS Standardisation Mark Certificate.</li> <li>• Type Test Certificates and their Reports or Test Certificates and their Reports from the designated bodies for full compliance with Tender Specifications</li> <li>• The accreditation certificate for the testing laboratory to ISO/ IEC 17025.</li> <li>• Manufacturer's Authorization and warranty</li> </ul> <p><b>Financial:</b></p> <p>This basically checks the lowest bidder who meets all other criteria.</p>



ITEM	DETAILS
	Members were informed that it is mandatory to submit a signed site visit form. Members were advised to upload and save their documents early enough to avoid last minute rush.
<b>4.0</b>	<b>SPECIAL CONDITION OF THE CONTRACT</b>
	The bidders were informed that: <ul style="list-style-type: none"> <li>i. Payment to be made in 3 instalment, two within the course of the works and the final one on successful completion.</li> <li>ii. Retention/Defect liability period will be a year</li> <li>iii. Warrant period will be a two years</li> </ul>
<b>5.0</b>	<b>DETAILED SPECIFICATIONS</b>
	The bidders were informed that technical documentation in shall be in English language. The bidders are to provide information in proper representative(s) and or workshop for back-up services and or repair and maintenance including their names, telephone, facsimile, email, physical and postal addresses along with their offers.  Clarification was sought by Coseke Ltd on the definition of a bay which was described as a single column of shelves in a bulk storage system.  Geotimas Ltd wanted clarification on whether the 2No. Computers are for the 8 No. bulk filers or for a single one. It was clarified that that the specifications given are for a single unit i.e. 1No. bulk filling system
<b>5.0</b>	<b>SITE VISIT</b>
	From the various measurement done, it was found that the space provided could not fit a 48 bay bulk filer consisting of 2 No. 6 deep single bay and 3 No. 6 deep double bay. Reliable Electricals proposed that the specifications be changed /adjusted to a 48 bay bulk filer consisting of 2 No. 4 deep single bay and 4 No. five 5 deep double bay. This was unanimously agreed.
<b>6.0</b>	<b>EXTENSION OF TENDER CLOSING DATE</b>
	Due to need for changes in the tender document, Coseke Ltd proposed an extension of the tender closing date, from Tuesday, March 29 ,2016 to Tuesday, April 05, 2016 at the same time. This idea was supported by the members.

Name	Signature	Date
EDGAR MAYENDE - CHAIRMAN		22-03-2016
ALICE THEURI - SECRETARY		22-03-2016