



	File Ref.	PRE – BID MEETING
	Date of Issue	2015
	Date of Meeting	18 th March, 2015 at 10.00 am
	Venue of Meeting	KOLOBOT RD STIMA PLAZA , AUDITORIUM ROOM
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In Attendance	<p>KPLC Staff in attendance:</p> <ol style="list-style-type: none"> 1. John Munene – Supply Chain Officer - Chairperson 2. Catherine Juma- Supply Chain Officer – Taking Minutes 3. Mary Mbacha – Supply Chain Officer 4. Evans Macigo – Supply Chain Officer <p>Suppliers in attendance:</p> <ol style="list-style-type: none"> 1. Those in attendance for the various Tenders in respect to Youths, Women and Persons with disabilities were as follows:- <ol style="list-style-type: none"> a) Tender for Supply of Bolts & Nuts, Prefabricated items, Stay rods and Binding Wire - 64 bidders b) Tender for Supply of isolators - 71 bidders c) Tender for Supply of Service Cut-outs - 71 bidders d) Tender for Supply of Earth rods - 60 bidders 	
Agenda	<p>Introduction of the three year frame work contract and what it entails Clarification and correction of errors in the following tenders:</p> <ol style="list-style-type: none"> 1. Tender for Supply of Bolts & Nuts, Prefabricated items, Stay Rods and Binding Wire Tender for Prefabricated items. 2. Tender for Supply of isolators. 3. Tender for Supply of Service Cut-outs. 4. Tender for Supply of Earth rods. 5. Tender for supply of Cables 	

NOTES OF MEETING

Item	Deliberations
	<p data-bbox="263 241 491 280"><u>INTRODUCTION:</u></p> <p data-bbox="263 309 1492 409">The supply chain officer began meeting by informing the prospective bidders of the importance of adhering to the requirements stipulated in the tender documents and failure to provide the relevant documentation would amount to disqualification.</p> <p data-bbox="263 443 384 481"><u>AGENDA</u></p> <p data-bbox="263 495 1385 533">Clarification of three year framework contract for the various tenders was as follows:-</p> <ul style="list-style-type: none"> <li data-bbox="316 562 1505 663">➤ The bidders were taken through the Tender Submission Checklist, and they were informed that the documentation highlighted in the checklist was mandatory and failure to adhere to the same would amount to disqualification. <li data-bbox="316 696 1505 864">➤ Bidders were also taken through the Appendix to instruction to Tenderers and various clauses were highlighted as they were key to the success of the bidders e.g. Tenders Securing Declaration form, Registration with the National Treasury, Registration Certificates, just to mention a few. They were informed that all the instructions were mandatory hence should be adhered to the letter. <li data-bbox="316 898 1505 965">➤ The bidders were also informed that the requirements in the Appendix to instructions to tenderers were clearly explained in SECTION III of the Instructions to Tenderers. <li data-bbox="316 999 1166 1037">➤ The award Criteria of the various tenders was also highlighted. <li data-bbox="316 1070 1505 1193">➤ The tender Evaluation Criteria was also highlighted and bidders informed that their tenders would be subjected to the Preliminary, Technical and Financial Evaluation. The lowest evaluated bidder would be the one who is technically compliant and gives the best offer. <li data-bbox="316 1205 1505 1272">➤ Emphasis on quality was highlighted and bidders were informed that the best offer would be considered without compromising on quality. <li data-bbox="316 1305 1505 1373">➤ At that juncture, the bidders were invited to an interactive session where they sought clarification in various areas of the tenders. <li data-bbox="316 1406 1505 1507">➤ A bidder asked whether they could fill in the declaration form as it appeared in the tender document or type it out on their letter head, he was told that he could do it either way and ensure its duly signed and stamped. <li data-bbox="316 1541 1505 1664">➤ Bidders also sought to confirm whether the financial and non- financial bids would be opened separately or whether they were to be combined. The bidders were informed that the tenders were on one envelope tender, hence the financial and non- financial will be opened the same day. <li data-bbox="316 1697 1505 1765">➤ A bidder asked whether the Tender for Earth rods required submission of samples but was duly informed that no samples were required for the same. <li data-bbox="316 1798 1505 1998">➤ Bidders also referred to Clause 3.13.3(d) where bidders were required to give names of previous customers, their contacts, the letters confirming that the tenderer completed contract. The bidders voiced their concern that they were new entrants, hence had no references. They even mentioned that some tenders were not asking for those references except for the tender for supply of isolators. The officer concerned clarified that bidders are supposed to get the references from their source supplier as the requirement relates

to the product and not the bidder.

- It was also clarified that the source manufacturer must provide other documents that relates to the product like ISO certificates, Accreditation Certificates, catalogues and brochures and Test Certificates.
- A bidder referred to **Pg 20** of the instruction to Tenderers, for supply of isolators which indicated that the closing date of tender as 2nd March 2015. KPLC representatives clarified that it was an oversight and the correct closing date of tender remained 1st April 2015 as per the invitation to tender.
- Reference was made to the tender for supply of cutouts where the validity period indicated 90 days while **Clause 3.18.1** indicated the tenders were valid for 120days, the bidder sought to know the actual tender validity period and he was duly informed that it was **120days** from the date of tender opening.
- A bidder also raised the issue of the tender Number on the schedule of requirements on **pg. 5** of the tender document for the supply of cables being different from what was appearing in the newspaper advert. The bidder was informed that the correct Tender Number is **KP1/9AA-3/PT/62/14-15** as opposed to Tender Number KP1/9AA-3/PT/62/14-17 appearing in the tender document.
- Bidders also pointed out that the award criteria was confusing especially where lotting was concerned, and they were duly informed that award criteria varied from one tender to another. Each bidder was supposed to quote in their respective category eg Youth, Women and Persons with disabilities. They were informed that there was no limit in which bidders could quote for, but within their categories and the various storage locations.
- Bidders also wanted to know whether they would be lotting in the tender for Earth rods and it was clarified that they would be no lotting but award would be the lowest evaluated bidder.
- **Bidders** asked why the Tender for MCB's had not been uploaded in the website. They were informed that there was a problem with the specification and once it was sorted out, the tender would be uploaded in the website at a later date and the closing date **extended** to compensate for the lost time.
- Bidders also raised concerns over the bank statement, where it was a requirement for firms that had been incorporated or registered recently to submit certified copies of bank statements, covering the period of existence. The bidders asked what would happen if they had not transacted for the period of existence. They were informed that consultations will be done with the finance & Legal department to ascertain the way forward.
- Bidders were also informed that the tender for Insulators had been cancelled in respect to the public tender but one for the youth, women and person with disability was still on.
- The Tender for ground mounting transformers had been cancelled across the board.
- A bidder also asked whether they were any drawings for the bolt & Nuts and the quantities for the same. The bidder was informed that some specifications may not necessarily have drawings for all the bolts especially where the specifications are clear. The bidder was asked to follow the attached specifications which had been revised and were clear. He was also informed that the quantities were on **SECTION IV – SCHEDULE**

OF REQUIREMENTS in the tender document.

- Bidders also sought to know what would happen if there was a price change in the three year period. They were informed that the price for the minimum quantity would remain firm, but in the event where the price went up in the second and third year for the subsequent quantities, then negotiations would be carried out.
- A bidder asked whether they were required to give a bid bond, but was informed that they were not required to do so but fill in and sign a tender securing declaration form attached in the tender document.
- The bidder also sought to know the timelines when they shall be suspended from being eligible from bidding in any contract with the purchaser. They were informed that clarification will be sought and put in the addendum.
- A bidder asked whether they would be preferences for foreign suppliers and whether they would be treated the same as local suppliers. He was informed that this tender was for local suppliers; therefore it did not matter where the supplier was getting his goods.
- Bidders asked whether the new companies required to be prequalified in order to participate in the tender, but they were told that since it was a public tender they need not be prequalified..
- A bidder wanted to know whether the requirement for the bank statement was to ascertain capability or for confirmation purposes.
- A bidder also asked whether the information on the footer of the document was part of the tender and it read (Tender for wooden treated poles) and he was informed it did not form part of the tender.
- A bidder also asked how the delivery schedules were arrived at and if awarded the tender, whether they would have to wait up to April 2016 to start supply. He was informed that the schedule was based on the current stock levels in our warehouses, and basing on the current projects the company is undertaking the stock turnover was likely go up, and hence the materials required earlier than what is indicated in the delivery schedule. He was also informed that the schedule will be made clear on the notification of award & contract.

The bidders were asked to read the document carefully and to ensure they furnish the relevant information as indicated in the Tender Document.

Bidders were informed that all what was discussed in the meeting and minuted will be posted in the website and will form part of the tender.

Signed: 

Date: 23rd March 2015

Signed: 

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Signed: 

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Signed: 

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