

 Kenya Power	File Ref.	PRE – BID MEETING
	Date of Issue	2016
	Date of Meeting	8th July, 2016 at 10.00 am
	Venue of Meeting	KOLOBOT RD STIMA PLAZA , AUDITORIUM ROOM
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In Attendance	KPLC Staff in attendance: <ol style="list-style-type: none"> 1. Cynthia Siele – Chief Human Resource Officer 2. Simon Muriu- Snr Supply Chain Assistant – Taking Minutes 3. Nancy Wairimu – 4th Assistant Engineer, Standards Suppliers in attendance: <ol style="list-style-type: none"> 1. Those in attendance were 15 in number. 	
Agenda	Clarification of the tender documents based on E- Procurement. The following were the highlights of the meeting:- <ol style="list-style-type: none"> i) A rundown of the Tender document and changes in the mode of Tendering. ii) Technical Specifications 	

INTRODUCTION:

The meeting was opened by introducing staff from Human resource, procurement and standards. There was a brief on E- Procurement and the bidders were informed that it fully complied with the law.

Bidders were informed that they will not be required to bring physical tender documents but will tender through the E- Procurement portal except the bid bond which is required to be dropped at the bid bond box on 3rd floor Stima plaza.

AGENDA

Clarification of the tender.

It was explained that the tendering process will be On – line through our E- procurement Web-portal which suppliers will be able to access through the KPLC Website.

- It was Explained that After E- Procurement went live on 30th June 2015, the company moved from the manual tendering process to On- line tendering through E- Procurement.
- Bidders were informed that the only document that would remain physical was the tender security which will be submitted in its original form by the bidders, on the tender closing date. The same will be dropped in the tender security box and should be properly sealed in an A4 Envelope and clearly indicated with the bidders firm for purposes of identification, before 10.00am at the reception on 3rd floor procurement office.
- No tender security will be submitted after 10.00am, and at exactly 10.00am the tender security box will be opened and the entire bid bonds will be recorded down. The securities will not be opened until the designated time of the tender opening which will be at exactly 10.30am.
- The Government also requires that the tender is uploaded in IFMIS which is a government website two days prior to the advertisement of the same through the media.
- One Sample for each category will similarly be delivered at the procurement reception with a delivery note on third floor and will be recorded down and the same will be read out aloud to the bidders during the tender opening session. Samples that will be brought after 10.00am will not be accepted.
- The bidders were also taken through the evaluation criteria i.e. the Preliminary, Technical and Financial. They were informed that the criterion was clear hence they could also gauge their performance, just by using the criteria. The award was to be to lowest evaluated bidder.
- The bidders were also taken through the evaluation process up to the award. They were informed that after notification and contract award they were required to bring the performance bonds from their respective banks, in the format shown the tender document.
- There was emphasis on the currency, the local suppliers were required to quote in Kenya shillings irrespective of where they get their goods.
- Bidders were informed that tenders will not be opened on Mondays, but from Tuesday to Fridays.
- Bidders were informed that the Tender Security was for 150days from tender opening date; therefore it is the responsibility of the bidders to ensure that the validity period is 150days from tender opening date.

- Bidders were informed that the tenders were free; bidders are required to access them through the E- procurement web-portal.
- Bidders were told not include unnecessary information in the tender and only upload what is required, to avoid having bulky documents.

There was a presentation by the E- Procurement Support staff who confirmed that 106 suppliers had so far registered to access the E- portal.

- It was confirmed that so far the system had been tested and working.
- All published tenders can be accessed through the E- Procurement portal
- Bidders were also informed that manuals & videos can be accessed through the portal, which would assist in filling in of tenders as well as participation.
- They were told to avoid the last minute rush and to upload their documents in bits in the case where the document is bulky so that they don't jam the network.
- They were also asked to make use of the supplier manuals.
- At the tender opening all the information relating to the tender will be viewed by the bidders regardless of whether they attend or not.
- Bidders were informed that in case they have queries before the tender closes they can submit queries related to E- Procurement to the following E- mail address:- Sapsrmhd@kplc.co.ke.
- Where bidders have noted an error in the tender document they can use the E- mail address on the respective Tender. Documents.
- The bidders were also advised to indicate on the bid bond details N/A before submitting the document; if they fail to indicate then they will not be able to submit the document.

The bidders were also taken through the Technical Specifications and were informed that they can only make it to financial if they are responsive in the technical.

- They were asked to choose serious manufacturers
- They were also told that before they submit their documents they should first check the documentation and whether they meet the required standards.
- A Bidder also raised the issue of the Kaunda suit about the measurement on clause 4.4.2 on the specifications page 13 of 60 and 14 of 60 and was agreed it would be clarified through an addendum.
- Another bidder also raised the issue of dust coats page 8 of 13 of the specs in regard to the measurement whether in mm instead of cm or inches, it was agreed that this would be clarified through an addendum.
- Another bidder also raised an issue with regards to the drawing and the description given in the specifications were different. It was clarified to follow the description given in writing and not the drawing.
- A bidder also enquired about the overall in regard to clause 4.3.2.1 of the specifications about the material composition and clause 4.3.1.6 whether the reflective tape should be fire retundant.it was agreed that this would be clarified through and addendum.
- It is clarified that sub section 4.2.8.5.5 (b) on the overall specifications will not apply to this tender on the overall requirement.
- The Engineer also advised the bidders to read the Guaranteed Technical Particulars (GTP) and understand what is required. The bidders were required to respond and give us their offer with regard to the GTP in a typed format where there was no space to fill in the GTP and ensure they are signed and stamped by the manufacturer.
- Another bidder asked about the amount of the bid bond required if they were quoting for a few items within a category, it was clarified that if a bidder chooses to

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quote for fewer items than the one provided in the category, they would issue a bid bond for the specific items they quote for i.e 1% of the total amount.

- If a bidder wishes to quote for all the items, they will only issue one bid bond with the total amount added from the category.
- It was agreed that the tender opening date will be extended by another fourteen (14) days.

There being no other questions, the meeting ended at 12.00pm

Signed *Chris*
Chairman

Date: 13/7/2016

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Signed: *Sonia*
Secretary

Date: 13/7/16