

 <b>Kenya Power</b>	<b>File Ref.</b>	<b>PRE – BID MEETING TENDER NO. KP1/9AA-2/PT / 11/ 14-15 WOOD POLES MANUFACTURERS ONLY</b>
	<b>Date of Issue</b>	<b>2014</b>
	<b>Date of Meeting</b>	<b>26<sup>TH</sup> MAY, 2014</b>
	<b>Venue of Meeting</b>	<b>STIMA PLAZA AUDITORIUM</b>
	<b>Page No:</b>	<b>1 of 4</b>
<b>In Attendance</b>	<ol style="list-style-type: none"> <li>1. Jane Muigai                      Chairperson</li> <li>2. Joyce Ochieng                      Member</li> <li>3. Peter M. Jason                      Taking minutes</li> <li>4. Jeanette Karimi                      Member</li> <li>5. Peninah Makhapila</li> <li>6. Peninah W.Kiganya</li> <li>7. Job N. Ndambuki</li> <li>8. Stanley Kinyua</li> <li>9. Anne Atieno Owino</li> <li>10. Isaac Silo</li> <li>11. Jesse Kamau</li> <li>12. Pauline Maina</li> <li>13. Mbiru Maina</li> <li>14. Victor Karigu</li> <li>15. Catherine Maina</li> <li>16. Naomi Kariuki</li> <li>17. Gerald Ndege</li> <li>18. Daniel Mbote</li> <li>19. Ben Kaesa</li> <li>20. Diana Syevutha</li> <li>21. Mike Mutinda</li> <li>22. George Baiya</li> <li>23. Grace Wangeci Ndung'u</li> <li>24. Thaddeos Mose Mangenya</li> <li>25. Sam Mwangi</li> <li>26. Hesbon Owuor</li> </ol>	
<b>Circulation</b>	kplc website.	
<b>Agenda</b>	Tender No. KP1/9AA-2/PT/11/14-15 Clarifications on tender document for Supply of Treated Power Distribution Wood Poles - Non Manufacturers only	

<b>Minute/ Agenda</b>	<b>DISCUSSION</b>
<b>Prelude</b>	<p>The meeting started at 10.31 am with opening comments by the Principal Procurement Officer. A general introduction was then done followed by a cautious perusal of the tender document with the aim of shedding light on key issues surrounding the tender so as to avoid misconceptions and common mistakes made by bidders.</p> <p>Bidders were reminded the importance of reading the tender document thoroughly and understanding it well.</p>
<b>Tender closing date Page 4 and Place</b>	Bidders were informed that the closing date was going to be changed to a date and venue that was to be communicated later through print media

	adverts and KPLC website.
<b>10 mm pole specifications</b>	The Prospective bidders were notified that the 10mm pole specification have been changed to 140mm.
<b>Clause 3.17 Tender Security</b>	<p>It was clarified that that the amendment of the Law through Legal notice 106 has allowed bidders to submit other forms of bid securities. Therefore Kenya Power will now accept bid security form SACCOs and Deposit taking Micro Finance Institutions alongside the bank guarantee and letters of credit from banks. However tender securities from Insurance companies are still not acceptable to KPLC while the securities form the Youth enterprise funds and Women enterprise fund may not be relevant to this tender.</p> <p>Bidders were reminded that tender security should be 2% of the bid amount &amp; valid for 120days from the date of tender opening. (30days beyond Tender validity 90 days).</p>
<b>Clause 3.10 Tender form</b>	Bidders were reminded to fill in the tender form as per the requirement in clause 3.10 pg 14
<b>Clause 3.18 Validity of Tender</b>	It was made clear that the validity of the tender shall be 90 days after the date of tender opening. A tender that is valid for a shorter period shall be rejected by KENYA POWER as non-responsive. (Clause 3.18- page 19).
<b>Tax Compliance</b>	The Tax compliance should be valid up to the tender closing date.
<b>Submission of Copies of Directorship</b>	Prospective bidders were reminded to ensure Submission of and considering the valid copy of certificate of Confirmation of Directorship and Shareholding (C.R 12) issued by either the Registrar of Companies or Registrar of Business Names that is not more than three (3) months old from the Date of the Tender Document.
<b>Manufacturer Authorisation</b>	Bidders were informed that they should be issued with manufacturer authorization from the plants they are treating from. The number of suppliers a plant is required to issue the authorization to issue the authorized has been increased to 5 to 1.
<b>Evaluation Criteria pg 36</b>	<p>Bidders were informed that the evaluation will as usual be in three parts namely: - 1. Preliminary evaluation 2. Technical evaluation 3. Financial evaluation</p> <p>Bidders were requested to take note of the requirements of each part as one will not proceed to the next stage if they do not qualify in the previous one.</p>
<b>Change in 10mm pole Specification</b>	<p>Wood scientist clarified that there has been change of the poles colour codes i.e. 10 mm pole changed from green to black. This is made clear in the specifications.</p> <p>She also confirmed that a mature wood pole should be from eight years of age to ensure its firmness.</p>

<p><b>Important Points to note</b></p>	<p>Bidders were further required to note the following:-</p> <ul style="list-style-type: none"> <li>▪ They should provide a list of previous customers.</li> <li>▪ They should indicate where and what quantity they are tendering in the price schedule.</li> <li>▪ They should fill in the prices schedule indicating the total tender sum.</li> <li>▪ Should provide three (3) set of the tender document in one envelope tender. The copies should be a replica of the original document</li> <li>▪ Bidders should have a maximum of three manufacturer's authorization.</li> <li>▪ The warranty period should be 25 years. Attached is of the copy of the warranty form.</li> <li>▪ The bidders should bid for at least 2000pcs of wood poles.</li> <li>▪ No manufacturer should authorize more than five (5) bidders.</li> </ul>
<p><b>Questions asked by the prospective bidders</b></p>	<ol style="list-style-type: none"> <li>1. Whether one can change to a new treatment plant after they have entered into a contract? Clarified that if one wishes to change to their own new treatment plant they should write to KPLC and thereafter KPLC may audit the plant.</li> <li>2. Whether KPLC pays taxes and duties at the port during time of importation? Bidders were informed that KPLC no longer enters in to CFR contract but only DDP and bidders should quote the final price inclusive of all duties, taxes, levies, Vat Transportation up to the specific location.</li> </ol>

The meeting ended at 11.45am

Approved for Circulation

Signed .....  
Chairman

Date: 29/05/2014

Signed: .....  
Secretary

Date: 29/05/2014