**MINUTES OF PRE-BID MEETING HELD ON 23.02.2016 FOR TENDER NO. KP1/9AA-2/OT/40/HR/15-16 - FOR PREQUALIFICATION OF TRAINING SERVICES**

**List of Attendants**

|  |  |  |
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| **No.** | **Name Of Representative** | **Name Of Firm** |
| **1** | **Faith Rache** | **Strathmore Business School** |
| **2** | **Michael Ngui** | **Raiser Resource Ltd** |
| **3** | **Justus Kamau** | **Eureka Educational** |
| **4** | **Dennis Waithaka** | **Eureka Consultants** |
| **5** | **Peter Ndungu** | **Asset Consult** |
| **6** | **Ben Wenyaa** | **Universal Tech Associates** |
| **7** | **Zippora Kamau** |  **Proven Training & Consultancy** |
| **8** | **Lucy King’o** | **Centre for Advanced Studies** |
| **9** | **Alex Nyaga** | **Onix Computer Services Ltd** |
| **10** | **Edna Ogega** | **Sigmund Peak Ltd** |
| **11** | **Anthony Mureithi** | **Multimedia Consultants** |
| **12** | **Annette Kote** | **Oiar Management Institute** |
| **13** | **Tom Nyaboga** | **Global Training Institute** |
| **14** | **Samuel Gathua** | **Bright Wood Ventures Ltd** |
| **15** | **Glory Kimaita** | **Care Networks** |
| **16** | **Ruth Odhiambo** | **Quintica East Africa** |
| **17** | **John Kamau** | **JKUAT Enterprises Ltd** |
| **18** | **Martin Kimani** | **Ansoffs Consulting Ltd** |
| **19** | **Alice Nyawira** | **Indepth Research Services** |
| **20** | **Hellen Kangiri** | **Inspirations Mgnt Consultants** |
| **21** | **Charity Ndungu** | **Viscas Industrial** |
| **22** | **Collins Abuya** | **Technobrain** |
| **23** | **Justin Muthama** | **International Rehaissance Centre** |
| **24** | **Wilfred Toweett** | **Peak Performance International** |
| **25** | **Peter Kasyoki** | **ICT Mentors Ltd** |
| **26** | **Rohit Sharma** | **Centom Learning Ltd** |
| **27** | **Kezia Wanjiku** | **Stan Consulting** |
| **28** | **Henry Aganda** | **International Sales Training Institute** |
| **29** | **Kenneth Kuria** | **Institute of Advanced Technology** |
| **30** | **Elena Mwaniki** | **Quintica Kenya** |

**Kenya Power Team Members**

|  |  |
| --- | --- |
| **Name**  | **Designation** |
| 1. Catherine Gitamo
 | Manager (L&D) |
| 1. Joyce Ochieng
 | Ag. Manager, Supply Chain |
| 1. Anne Thairu
 | Chief Human Resource Officer |
| 1. Sarah Karonei
 | Senior Supply Chain Assistant |

The meeting commenced at 10:00 am.

The objective of holding the pre-bid meeting was to clarify what was required in the tender with a view to make the bidders understand the document and bid comprehensively.

The Pre-bid meeting was convened at 10:00 am by Senior Supply Chain Assistant and Chief Human Resource Officer..

**Min 1:**

Suppliers wanted to know how the tender will be submitted as there was some element of confusion on page 11 of the tender document which requires that the tender be submitted in original and copy in separate envelopes.

**Response:** Ag. Supply Chain Manager (Procurement) explained that the tender is a standard document that was developed sometimes back before introduction of E-Procurement and arrangements are in place to review the whole tender document It was clarified that bids must be submitted online.

**Min 2:**

Suppliers also wanted to know the duration of the tender.

**Response;** Manager (L & D) responded that the contract will run for two (2) years

**Min 3:**

Suppliers asked for clarification on the award of marks on the score sheet no. 1 for 5 firms and above.

Chief Human Resources Officer explained to bidders that it was a typing error and it was supposed to be 50 marks and not 25 Marks.

**Min 4:**

Suppliers wanted to be told how they will know that their bid was successful.

**Response:** Senior Supply Chain Assistant informed the meeting that they will be notified through letters of award after all the process of tendering has been completed.

**Min 5:** Suppliers asked whether they should submit different bids for each training course they will select.

**Response:** Senior Supply Chain Assistant explained to the suppliers that they will have to submit only one bid indicating trainings that they need to undertake which should not be more than three.

**Min 6:** On page 21 notes on evaluation process it is indicated that the number of requirements on part one are 11 but it is supposed to be 12 as indicated on page 18 (Section V-Summary of evaluation process.

**Min 7:** Suppliers were advised to submit their bids on time to avoid last minute submission in which the system might get jammed and it will be difficult for them to submit. They were also advised to register their training institutions if they have not yet register to enable them submit online.

**Min 8:** Suppliers were informed that we have a help desk in our Procurement section where they can be assisted to register and submit their bids but they should come with their laptops and modem**.**

**Min 9:** Suppliers asked about the duration of the results and were advised as per the law its 30 days in which it also depends with the number of bidders.

There being no other business, the meeting concluded at 12:10 pm.