



Kenya Power

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**PRE- BID CONFERENCE FOR TENDER FOR DESIGN,SUPPLY INSTALLATION,
TESTING & COMMISSIONING OF FIRE ALARM SYSTEM FOR ELECTRICITY
HOUSE NAKURU,MOMBASA ,KISUMU ,MBARAKI AND RUARAKA TENDER
NO. KP1/5DA/PT/14/13-14 HELD AS FOLLOWS:-**

- ELECTRICITY HOUSE MOMBASA ON *29TH MAY 2014*, AT THE AUDITORIUM.
- MBARAKI ON *30TH MAY 2014*, AT THE CONFERENCE HALL.
- ELECTRICITY HOUSE NAKURU ON *3RD JUNE 2014* AT THE DEMONSTRATION CENTRE.
- RUARAKA COMPLEX ON *4TH JUNE 2014*, AT METING ROOM, TRANSPOT SECTION.
- ELECTRICITY HOUSE KISUMU ON *5TH JUNE 2014*, AT THE DEMONSTRATION CENTRE AT 10AM

PRESENT

- | | | |
|---------------------|---|---------------------------------------|
| 1. Nicholas Muthama | - | Projects, Administration, Nairobi |
| 2. Alice Theuri | - | Supply chain officer, Nairobi |
| 3. Peter Murunga | - | Admin officer, Administration Mombasa |
| 4. Zachary Ombati | - | Security Officer, Mombasa |
| 5. Aisha | - | IT&T,Mombasa |
| 6. Alfred | - | Safety officer, Mombasa |
| 7. Charles Nzioka | - | Admin Projects, Mombasa |

8. Geoffrey Bett	-	Admin Assistant, Mbaraki
9. Victor	-	IT&T ,Mbaraki
10. Caroline Chelimo	-	Security officer, Nakuru
11. Jacinta Wamwaki	-	Supply chain officer, Nairobi
12. Savia Mjomba	-	Projects,Administration,Nakuru
13. Momanyi	-	Adminstration, Nakuru.
14. Mildred	-	IT&T, Nakuru.
15. Henry Njagi	-	IT&T, Nakuru.
16. Faith Chebet	-	Safety, Nakuru.
17. Magdalene	-	Supply chain officer, Nakuru.
18. Lintari	-	Safety, Ruaraka
19. Thomas Mogoi	-	Projects,Administrrration,Kisumu.
20. Alfred	-	Administration ,Ruaraka

Others present as per attached appendix 1, 2, 3,4 and 5

AGENDA

Pre-bid conference for tender for supply, installation, testing and commissioning of Fire Alarm System for Electricity house Nakuru,Mombasa,Kisumu, Mbaraki and Ruaraka- Tender no.KP1/5DA/PT/14/13-14

The prospective bidders were taken through with emphasis in the following key areas.

1. Clause 3.24 Tender Security and Clause 3.25 Validity of Tenders

- The bidders were notified that as a policy issue Kenya Power has decided to adopt two types of tender security namely the bank guarantee and the letters of credit. Bidders are required to note that no other mode shall be accepted.
- Bidders were also informed about the necessity of the bid security and further explained on the reasons for its forfeiture as contained in Clause 3.24.1.
- They were further informed that the tender security should be in the format as prescribed on tender document.
- The bidders present were also advised that evaluation of the Tender Security shall be as stated on clause 7.1.1.and should be submitted together with the Technical proposal.

- Bidders were asked to note that the validity of the tender security should be 30 days beyond the validity of the tender as indicated in clause 3.24.5. i.e. 120 days.
- Bidders were asked to request their banks to confirm the authenticity of the tender security immediately after the tender opens as some banks take too long to confirm, making tender evaluation delay.

2. TENDER SUBMISSION-SECTION II

- Bidders were taken through the Tender submission checklist and reminded to use the guideline on the submission checklist when submitting their bids.
- Clause 3.27.1 on Section iii- Instructions to Tenderers talks about submission of Tender documents in Original, Copy I and Copy 2. The Copies must be a replica of the original document bound and clearly marked.
- Tender shall be submitted in one envelope.

3. BID DATA-SECTION IV(Appendix to instruction to Tenderers)

- It was clarified to Bidders that all nationals are eligible.
- Completion period was stipulated as 45 weeks.
- The mode of award was clarified as being one contract to the lowest evaluated bidder.
- It was also emphasized that bidders ensure that the manufacturer's authorization was in the format provided in the tender document.

4. TENDER EVALUATION – SECTION VII

- Bidders were taken thorough the evaluation process which is clearly distinguished in clause 7.1 to clause 7.3
- three stages namely; Preliminary, Technical and Financial stages.
- Clause 7.1 gives the areas which will be scrutinized in preliminary evaluation.
- Clause 7.2 highlights areas to be checked in Technical evaluation.
- Clause 7.3 gives the process in financial evaluation.
- Each of the stages has mandatory requirements and only those who meet the minimum requirements proceeds to the next stage.

5. STANDARD FORMS

- a) Form of tender: to be in the format as in section XIII. To be dully filled, signed and stamped in the format on **page 136**.
- b) Confidential Business Questionnaire Form: To be dully filled and signed by the authorized person whose capacity must be indicated as in the attached form on **page 138**
- c) Tender security Form: As described in 1 above.
- d) Declaration Form: To be dully filled and signed by the authorized person whose capacity must be indicated as in the attached form on **page 152**

e) Pre-bid site visit Form:-Pre-bid site meeting attendance form signed and stamped by KPLC representative to be attached in the tender document on return as per format page 171.

f) Manufacturers Authorization Form:-Must be filled and signed by the manufacturer on their letter heads as the attached format on page 172.

6. NEATNESS OF THE TENDER DOCUMENT

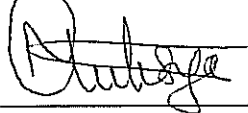
Bidders were instructed to ensure that the tender document was neat, well organized, bound, labeled and presentable.

6. OTHER ISSUES

- Available Drawing for the buildings that were available to be issued to bidders.
- Schedule of requirement and bill of quantities to be adjusted and sent with the addendum to cater for changes made during the site visit namely:
 - a) Inclusion of Flasher units in all stations.
 - b) Additional Fire detectors as required.
 - c) Additional Fire Alarm Control Panel as required in Mbaraki, Ruaraka and Kisumu.
 - d) Addition of Fire emergency door exit monitoring module and accessories.
 - e) Provision for civil works in the Bill of quantities.
 - f) Allowing for push bar for all fire exit doors and creation of new fire exit doors where necessary.
 - g) Allow for signage and evacuation procedure/Map in all stations.
- Tender closing date to be extended.

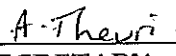
The bidders were advised that they can clarify any issues on the tender during the tender but not later than seven (7) days prior to the deadline for the submission of the tender (Clause 3.13 Instruction To Tenderers (ITT)).

SIGNED:



CHAIRPERSON

NICHOLAS MUTHAMA



SECRETARY

ALICE THEURI