	File Ref.	PRE – BID MEETING
	Date of Issue	2015
	Date of Meeting	13 th August, 2014 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. Jane Muigai – Chief Supply Chain Officer 2. Catherine Juma- Supply Chain Officer – Taking Minutes 3. Lorna Mitine – Supply Chain Officer 4. Martin Ngewa – Supply Chain Assistant 5. Michael Apudo – 3rd Assistant Engineer (Standards) 6. Lincoln Kagundu – Support E- Procurement 7. Charles Kiriimi – Team Leader – E- Procurement 8. Puneet Arora – Consultant E- Procurement <p>Suppliers in attendance:</p> <ol style="list-style-type: none"> 1. Those in attendance were 115 in number. 	
Agenda	<p>Introduction of the frame work contracts and what it entails and Clarification of the tender documents based on E- Procurement. The following were the highlights of the meeting:-</p> <ol style="list-style-type: none"> i) A rundown of the Tender document and changes in the mode of Tendering. ii) A Demo on the Tendering Process in E- Procurement Web – Portal. iii) Technical Specifications 	

INTRODUCTION:

The meeting was opened by introducing the Category owners for the various tenders, together with the E- Procurement team and Engineer 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.

AGENDA

Clarification of three year framework contract:

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.
- Samples will similarly be delivered at the procurement reception 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.
- Bidders were informed that initially the framework contract was with the minimum and maximum quantities. That meant that the minimum quantities will be awarded and subsequent quantities will be awarded on need basis.
- 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 youth were also urged to be serious when filling in the tender documents, because in the past there were cases where bidders gave falsified information. They were informed that when materials are inspected after delivery to our stores, the source of the materials is verified. If the materials are from a different source from what is indicated in the tender document then that will amount to the rejection of the goods.
- 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 but overseas suppliers were to quote in foreign currency.

- The bidders were to note **Legal notice no 106** where tenders related to the Energy Sectors to the tune Ksh 1billion will to be awarded to citizen suppliers /contractors.
- 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.
- A bidder wanted to know if they had to access IFMIS as well, but was informed that it was not meant for the bidders but for KPLC to upload tenders two days prior to advertisement.
- A bidder asked about price fluctuation and how the company treats such a scenario, the bidder asked to refer to the tender document.
- Bidders were told not include unnecessary information in the tender and only upload what is required, to avoid having bulky documents.
- A bidder also asked whether the quantities being tendered for will be on minimum or maximum, and was informed KPLC guarantees to order the minimum but could go up to the maximum depending on the need.
- A bidder also enquired whether the youth, Women and persons with disabilities were required to submit Tender Security. It was agreed that the bidder will be informed through an addendum.

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

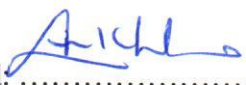
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- It was confirmed that so far the system had been tested and working.
- All published tenders can be accessed through the E- Procurement portal
- Bidders were informed that those who had not been trained would be factored in the ongoing trainings.
- A demo was conducted on how new suppliers can register through the KPLC Website
- The existing suppliers will be required to give their contact address and contact person in order to be given user IDs.
- 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 also shown how to access their documents in the portal and make changes to it.
- 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.
- New suppliers were shown how to register, similarly existing suppliers were asked to copy and paste the password and avoid typing because many could not login because of typing the wrong password.
- They were also asked to make use of the supplier manuals.
- The suppliers were also shown how to access all the other tenders published in our portal.
- 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

03	<p>address on the respective Tender. Documents.</p> <ul style="list-style-type: none"> ➤ A bidder also enquired whether on submission of the tender, if they would receive any notification that the tender has been received, but they were informed that once they submit then that information will be seen in the portal. They were given a scenario where restrictive tenders had been done successfully. ➤ The bidders were asked to use the company domain and not yahoo or gmail for security reasons. ➤ 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. <p>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.</p> <ul style="list-style-type: none"> ➤ 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 Bi-metal lugs and Earth Rods; had no specs and the tender security had no percentage. The bidder was informed that any anomalies regarding the tenders will be corrected through an addendum. ➤ Another bidder also raised the issue of clamps, whereby the specs were not clear in the tender for prefabricated items. ➤ Another bidder also raised an issue with tender no 14 on Earth Rod clamps(Bull Dog Type), he was a bit apprehensive on whether he could get that item in the market. He was advised to do a research in the market, as the earth rods specifically the Bull dog type were readily available. The bidder was asked to check with manufacturers, and ensure to gets a Manufacturers Authorization. ➤ The Engineer also advised the bidders to read the Guaranteed Technical Particulars (GTP) and understand what is required and avoid photocopying the same and attaching on the tender. The bidders were required to respond and give us their offer with regard to the GTP
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Signed 
Chairman

Date: 20/08/15

Signed 
Secretary

Date: 20/8/15