

## MINUTES:

### PRE- BID/SITE VISIT FOR TENDER FOR PROVISION OF SERVICE AND MAINTENANCE CONTRACTS FOR SECURITY SYSTEMS COMPANYWIDE FOR NAIROBI REGION ,MT. KENYA REGION, WEST KENYA, CENTRAL & NORTH RIFT AND COAST REGION TENDER NO. KP1/9AA-2/OT/57/ADM/16-17 HELD AS FOLLOWS:-

- ❖ NAIROBI REGION ON 27<sup>TH</sup> FEB 2017 AT THE AUDITORIUM.
- ❖ MT. KENYA ON 6<sup>TH</sup> MARCH 2017 AT THIKA OFFICE.
- ❖ WEST KENYA ON 13<sup>TH</sup> MARCH 2017, AT KERICHO DEPOT
- ❖ COAST REGION ON 27<sup>TH</sup> MARCH 2017 AT ELECTRICITY HOUSE MOMBASA

### PRESENT - KPLC

1. Nicholas Muthama - Security Officer, Nairobi
2. Sarah Karonei - Supply chain officer, Nairobi

### PRESENT - CONTRACTORS

1. Aggrey Owiti – Bedrock Holdings Ltd
2. Sammy Misati – Joworld Agencies Ltd
3. Ben Bosire – Riley Services Ltd
4. Kapchanga Sammy – Firefox (K) Limited
5. Richard Mwaniki – KK Security
6. Sebastian Chege – Amiran Communications
7. Charles Warui – Two Way Communications
8. Joram Gichango – GM & Ace Ltd
9. Kevin Opere – Solvit Security Services
10. Thomas Ngare –Superserve Technology
11. Patrick Watuka- Pinkertons (K) Ltd
12. Kennedy Ngondi - Security System International Ltd
13. Kihara Muturi – Matrix Vision Systems Ltd
14. Shushary Shanka – Securex Agencies Ltd.

### AGENDA

Pre-bid conference for tender on Provision of Service and Maintenance Contracts for Security Systems Companywide for Nairobi Region, Mt. Kenya Region, West Kenya, North & Central Rift Region, and Coast Region Tender no.KP1/9AA-2/OT/57/ADM/16-17

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

#### ***1. Clause 3.17 Tender Security and Clause 3.18 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 a standby letter of credit. Bidders are required to note that no other mode shall be accepted.
- Bidders were notified that Original Tender Security should be dropped at 3<sup>rd</sup> Floor, Procurement, Tender Security Box at the entrance to procurement. Tender number and name of the tender should be indicated in the sealed envelope containing tender security. It should be submitted before closing time of the tender.
- Bidders were also informed about the necessity of the bid security and further explained on the reasons for its forfeiture as contained in Clause 3.17.10.
- They were further informed that the tender security should be in the format as prescribed on tender document.
- 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 3.18. i.e. 120 days.
- Bidders should submit tender security in the right format as in the tender document to avoid being disqualified.

## **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.
- Bidders were advised to leave out the requirement of ISO Certificates as majority of the bidders do not have it.

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

- It was clarified to Bidders that all nationals are eligible.
- The mode of award was clarified as being lowest evaluated bidder per Category. Each Category is separate and independent. Category 2 for Intruder Alarms, Electric Fences and Radio back up response will be awarded per Lot Basis.
- It was also emphasized that bidders must demonstrate ability, authorization and certification on GENETIC for the CCTV Category.

## **4. TENDER EVALUATION – SECTION VII**

- Bidders were taken thorough the evaluation process which is clearly distinguished in clause 6.1 to clause 6.3 three stages namely; Preliminary, Technical and Financial stages.
- Clause 6.1 gives the areas which will be scrutinized in preliminary evaluation.
- Clause 6.2 highlights areas to be checked in Technical evaluation.
- Clause 6.3 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

- Form of tender: to be in the format as in section IX. To be dully filled, signed and stamped.
- Confidential Business Questionnaire Form: To be dully filled and signed by the authorized person whose capacity must be indicated as in the attached form.
- Tender security Form: As described in 1 above.
- Declaration Form: To be dully filled and signed by the authorized person whose capacity must be indicated as in the attached form.
- Pre-bid site visit Forms: -Pre-bid site meeting attendance form signed by KPLC representative to be attached in the tender document on submission.
- Manufacturers Authorization Form:-Must be filled and signed by the manufacturer on their letter heads as the attached format in section XII.

## 6. SUBMISSION OF TENDER DOCUMENT

- Bidders were notified that bids will be submitted online only. Hard copies are not acceptable. Bidders were advised to register their firms in KPLC Portal to enable them access and submit their bids.
- Bidders were also advised to submit their bids on time and should not wait until the last minute as they might be locked out by the system.
- Bidders were also advised to only submit relevant document and not the entire tender document.
- Bidders were also advised on the need for proper documentation to avoid missing relevant documents as required by tender which may lead to disqualification.

## 7. CONTRACT PERIOD

Contract period for Provision of Service and Maintenance of Security Systems Companywide will be Two (2) years and not One (1) year as indicated in some parts of the tender document.

## 8. PRE-BID SITE MEETINGS AND VISITS

The Pre-bid site meetings and visits were clarified as follows:

| <i>Region</i>                 | <i>Pre-bid site visits dates</i>                                     | <i>Pre-bid meeting venue</i>         | <i>Pre-bid meeting date</i>        |
|-------------------------------|--|--------------------------------------|------------------------------------|
| <i>Nairobi</i>                | <i>Week 1 From 27<sup>th</sup> Feb, to 3<sup>rd</sup> March,2017</i> | <i>Stima Plaza<br/>10:00am</i>       | <i>27<sup>th</sup> Feb ,2017</i>   |
| <i>Mt Kenya</i>               | <i>Week 2 From 6<sup>th</sup> to 10<sup>th</sup> March, 2017</i>     | <i>Thika office</i>                  | <i>6<sup>th</sup> March, 2017</i>  |
| <i>West Kenya</i>             | <i>Week 3 From 13<sup>th</sup> to 17<sup>th</sup> March, 2017</i>    | <i>Kericho Depot</i>                 | <i>13<sup>th</sup> March, 2017</i> |
| <i>Central and North Rift</i> | <i>Week 4 From 20<sup>th</sup> to 24<sup>th</sup> March, 2017</i>    | <i>Suswa Substation</i>              | <i>20<sup>th</sup> March, 2017</i> |
| <i>Coast</i>                  | <i>Week 5 From 27<sup>th</sup> to 31<sup>st</sup> March, 2017</i>    | <i>Electricity House<br/>Mombasa</i> | <i>27<sup>th</sup> March, 2017</i> |

**9. CLARIFICATION ON TENDER CLOSING DATE**

Tender closing date will be extended to **4<sup>th</sup> May, 2017 at 10:00 am.**

**10. CLARIFICATION ON TENDER ISSUES**

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 3.6 Instruction To Tenderers (ITT)).

**11. OTHER ISSUES**

- a) One of the bidders wanted clarification on Joint Ventures and was advised to refer to clause 3.3 for more information.
- b) Schedule of requirement and Bill Of Quantities to be adjusted and sent with the addendum to cater for changes made during the site visit .
- c) Bidders agreed on having standardized equipment Specifications for all the Categories of the tender. Specifications to be sent with the Addendum.
- d) A bidder sort clarity on the Cable quantities for Kisii and Kericho system relocation. It was clarified that the quantities will be on LOT basis depending on contractors design and should be reflected on the bill of quantities in the respective sites as such

SIGNED:



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**SECRETARY**



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**CHAIRPERSON**

**NICHOLAS MUTHAMA**

**SARAH KARONEI**