



	File Ref.	PRE – BID MEETING
	Date of Issue	2015
	Date of Meeting	13 <sup>th</sup> August, 2014 at 10.00 am
	Venue of Meeting	KOLOBOT RD STIMA PLAZA , AUDITORIUM ROOM
	Page No:	
In Attendance	<p><b>KPLC Staff in attendance:</b></p> <ol style="list-style-type: none"> <li>1. Eva Anjichi – Chief Supply Chain Officer</li> <li>2. Ruth Oyile- Senior Supply Chain Officer</li> <li>3. Lorna Mitine – Supply Chain Officer– Taking Minutes</li> <li>4. Peter Kipkorir – Supply Chain Assistant</li> <li>5. Michael Apudo – 3<sup>rd</sup> Assistant Engineer (Standards)</li> <li>6. Lincoln Kagundu – Support E- Procurement</li> <li>7. Susan Mwaura – SAP Consultant</li> <li>8. Shiva Kumar –Consultant E- Procurement</li> <li>9. Puneet Arora – Consultant E- Procurement</li> </ol> <p><b>Suppliers’ representatives in attendance:</b></p> <ol style="list-style-type: none"> <li>1. There were 57 representatives in attendance.</li> </ol>	
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"> <li>i) A rundown of the Tender document and changes in the mode of Tendering.</li> <li>ii) A Demo on the Tendering Process in E- Procurement Web – Portal.</li> <li>iii) Any queries by the tenderers / or their representatives regarding the Tender documents or Technical Specifications</li> </ol>	

01

**INTRODUCTION:**

The Senior Supply Chain Officer opened the meeting by introducing the Category Managers for the various tenders, together with the E- Procurement team and later the Engineer Standards. She gave a brief on E- Procurement and told the bidders that it fully complied with the law. i.e. the procurement process followed was in accordance with the law except the invitation and submission methods.

She also informed bidders that they will not be required to bring physical tender documents but will tender through the E- Procurement Platform.

**AGENDA**

**E-Procurement tendering**

The Chief Supply Chain Officer 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.

- Bidders were informed that the only document that would remain physical was the tender security which is to be submitted in its original form by the bidders, on or before the tender closing date. The same will be dropped in “Tender Security Box” and should be properly sealed in an A4 Envelope and clearly indicated with the Tender No. and Name, and bidders firm for purposes of identification, on or before 10.00am at the reception on 3<sup>rd</sup> floor procurement office.
- No tender security will be submitted after 10.00a.m., and at exactly 10.00am the tender security box will be opened and the entire bid bonds will be recorded down. All the securities will not be opened until the designated time of the tender opening which will be at exactly 10.30am.
- The maximum size of the attachments that is to be uploaded in the portal is 100MB per attachment. However, the bidder may attach as many documents as they deem necessary for the tender response.
- The tenders are also uploaded in IFMIS, a government website in accordance with the requirements of the Government of Kenya.
- Bidders were informed that the tenders were free; bidders are required to access them through the E- procurement web-portal.
- Bidders wanted to know if there is an email sent to them when an addendum or any clarification is uploaded into the system.  
Yes. Bidders who have indicated interest by participation in the portal will receive a notification.
- It was also confirmed that so far the system had been tested and working.
- All published tenders can be accessed through the E- Procurement portal
- They were told to avoid the last minute rush and to load their documents in bits in the case where it is bulky so that they don't jam the network.
- They were cautioned against uploading bulky documents because they create a jam in the system, they were asked to upload in bits.
- 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.

- 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” addresses for registration as suppliers on the e-portal 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.

**Clarification of three year framework contract:**

- Bidders were informed that there were modifications on the tender document, initially we had three year framework contracts but now the tenders are on a quantity based framework contract. This means the minimum quantities will be awarded and subsequent quantities will be awarded on need basis.
- The bidders were informed that for all open tenders, the prices of items on offer can be in any freely convertible currency. However for local competitive tenders, the currency price quoted for shall be in Kenya Shillings.
- The bidders expressed their concern for not being included in the tender for the supply of Transformers for the special after cancellation of the previous tenders.
- There was concern that Kenya Power kept extending tenders several times and finally cancelling the same.

Prospective bidders & their representatives were informed that cancellation of tenders arises from the various queries that keep being received by Kenya Power after advertisement of the tenders, which require to be clarified. The magnitude of the queries determines whether the tender is to be extended or not. As for the Transformer tenders, this happened to be the case as Kenya Power eventually made major revisions in the specifications.

- Bidders were informed that Kenya Power had decided that the tenders for the supply of transformers are to be procured from manufacturers only.
- The prospective bidders were informed that the items that have been hived off for the youth, women and persons with disability are 30% of the procurement spend and not 30% of each item to be procured. There are also tenders that have been fully allocated to the above group.
- Bidders were informed, that manufactures who are participating the tenders and cannot communicate in English, there is need for translation of the document to be made by a certified translator.
- Prospective bidders indicated that the Appendix to instructions to tenderers for the tender for supply of transformers reads. “This Invitation to tender is open to all local Manufacturers or Agents/Authorized suppliers. A manufacturer can quote directly OR authorize any number of Agents/Authorized Suppliers to quote products from their factory”. There was therefore need to change the clause as the tender invites only manufactures. The bidders were informed that this was an error which would be corrected through an addendum to the tender.
- It was noted that specifications for the tenders for supply of Surge arrestors, Cables &

Conductors and Prefabricated Items have not been uploaded on the e- portal. Prospective bidders were assured that this would be uploaded as soon as possible.

- It was noted that the warranty period for the supply of Transformers is seventy-two (72) months from date of delivery or sixty (60) months from the date of commissioning.
- It was noted that the tender security figures given on the tender for the supply of transformers are different for each item. Therefore bidders were advised to provide tender securities for the items they bid for. They were advised that they can give one tender security totaling to the securities of various items quoted for.
- A bidder wanted to know if the tender for the supply of transformers allows joint ventures with local manufacturers.
- A bidder wanted to know how long it should take a supplier to deliver based on the guaranteed lead time.
- A bidder wanted to know whether the repairs of transformers should be done locally or replaced in case they fail.
- Bidders were informed in the case where local agents responded to the tender on behalf of foreign manufacturers, the bid shall be in the name of their manufacturer.
- Bidders were informed that the Letter of credit is still the tool used to pay foreign bidders.
- Bidders were informed that foreign manufacturers can be paid via Kenyan bank if they have a company in the same name as the one in the foreign country registered in Kenya.
- A bidder asked about if KRA deduct the 6% VAT withholding tax to foreign bidders.
- Bidders were informed that the delivery schedules for items to be procured were made clear in the tender documents.
- Bidders were informed that when tenders are cancelled, the notification letters are prepared and sent to the prospective bidders and the tender security that was submitted by the bidders are returned to them on presentation of the cancellation letters.
- It was emphasized on the currency; the local suppliers participating in local competitive bidding were required to quote in Kenya shillings irrespective of where they get their goods from as they were on a level playing ground.
- Bidders were informed that tenders will not be opened on Mondays, but between Tuesday and 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.

**Queries regarding Technical Specifications:**

03

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.

- They were also told that before they submit their documents they should first check the documentation and whether they meet the required standards.
- The Engineer also advised the supplier to read the Guaranteed Technical Particulars (GTP) to understand what is required and avoid photocopying the same. They were required to respond and give us their offer with regard to the GTP.
- The Engineer, standards clarified some of the queries regarding technical details and it was agreed that the queries would be submitted to allow comprehensive responses.

- Those who had their queries ready submitted during the meeting and others were requested to use the email addresses on the 1<sup>st</sup> page of the tender document to send their queries.

There being no other business, the meeting ended at 1.00 p.m.

Signed .....  .....  
Chairperson

Date: ..... 04/09/2015 .....

Signed: .....  .....  
Secretary

Date: ..... 04/09/15 .....