 Kenya Power The Kenya Power & Lighting Co. Ltd.	File Ref.	KP1/9A.4/OT/TPT/02/20-21 PRE-BID MINUTES FOR TENDER NO. KP1/9A.4/OT/TPT/02/20-21 FOR PROCUREMENT OF THIRD PARTY GARAGES, THREE (3) YEAR CONTRACT FOR SUPPLY OF TRANSPORT FLEET UNITS REPAIRS AND MAINTENANCE SERVICES.
	Date of Issue	October, 2020
	Date of Meeting	13 th October 2020
	Venue of Meeting	THE AUDITORIUM, STIMA PLAZA
	Page No:	1 of 3
In Attendance KPLC	1. David Regeru 2. Vincent Kefa 3. Everlyn Ongalo 4. Lorna Mitine 5. Simon Maina	
BIDDERS	See Appendix I attached	
Circulation	KPLC Website	
Agenda	1. Introduction of Session 2. Overview of Tender Requirements by KPLC Team 3. Question and Response session in Bidding document	

NOTES OF MEETING	
Item	Deliberations
1.0	<p><u>INTRODUCTORY REMARKS</u></p> <p>The meeting was called to order at 11.00 a.m. with introduction of the agenda for the day.</p> <p>The bidders were informed that The Pre-bid meeting for the tender for Third Party Garages was intended to ensure that the requirements in the tender document were well understood by the bidders and any areas of the tender that required clarification were addressed.</p> <p>Bidders were advised to read the tender document in its entirety to achieve compliance of the tender requirements.</p>
2.0	<p><u>HIGHLIGHTS OF THE TENDER DOCUMENT</u></p> <p>The bidders were informed that the tender was a manual submission tender and was available from KPLC's Website. Bidders are to download the tender document free of charge. Bidders were then taken through the sections of the tender document as follows;</p> <p>1) <u>TENDER SUBMISSION CHECKLIST – SECTION II</u></p> <p>The Tender checklist is a guide to the bidders on the requirements to the tender and is intended to aid the bidders in compilation of their bids.</p> <p>2) <u>INSTRUCTIONS TO TENDERERS & APPENDIX TO INSTRUCTIONS TO TENDERERS - SECTION III</u></p> <p>The instructions to tenderers is information provided to bidders on the specific requirements of the tender;</p>

a) Eligible Bidders

Bidders were informed that the tender is open to 3rd party garages/ service providers. These exclude Motor Vehicle, motorcycles, plant and other fleet units' Manufacturers and their official appointed Dealers, Agents and Authorized service centers which were procured through alternative tenders.

b) Tender Form

Bidders are required to fully complete, sign and stamp the Tender form provided in the tender document as instructed.

c) Tender Validity Period

The tenders shall remain valid for One Hundred and Eighty (180) days after the date of tender opening.

d) Tender Prices

The currency of the tender prices shall be in Kenya Shillings and shall remain valid for the entire duration of contract three (3) years.

e) List of Previous Customers

Bidders are to shall submit at least four (4) names with full contact as well as physical addresses of previous customers of similar goods together with a letter from each of them confirming completion of the contracts on schedule.

f) Tender Security

Tender security is not required for this tender.

g) Submission and opening of tenders

Tenders are to be submitted manually at the tender box situated at KPLC Ruaraka Transport Depot on or before the tender closing date indicated in the tender document. The tenders will be opened at the time indicated on tender.

h) Warranty

Bidders to indicate their offered warranty period in the form provided in the tender document.

i) Performance Security

The awarded bidders will be required to submit a performance security of 2.5% of the annual total amount awarded renewable yearly at least 3 months before expiry. The last renewal under the contract shall cover a period of at least 60 days beyond the end of the contract.

j) Documentary evidence of financial capability

The audited financial statements required must be those that are reported within eighteen (18) calendar months of the date of the tender document. The

(For companies or firms that are registered or incorporated within the last one calendar year of the Date of the Tender Document, they should submit certified copies of bank statements covering a period of at least six months prior to the date of the tender document. The copies should be certified by the Bank issuing the statements. The certification should be original).

k) Guaranteed Technical Particulars

Bidders to submit duly completed Schedule of Guaranteed Technical Particulars (GTP) as per Tender Specifications demonstrating substantial responsiveness of the goods and service to

those specifications and, if any, a statement of deviations and exceptions to the provisions of the Technical Specifications.

1) Confidential Business Questionnaire

Bidders are required to submit the Confidential Business Questionnaire that is fully filled as required

3) SCHEDULE OF REQUIREMENTS – SECTION IV

The number of depots required for each of the required services on tender is indicated in the schedule of requirements.

4) PRICE SCHEDULE – SECTION V

The tender requires bidders to provide Labour rate prices. Bidders are required to note that the offered prices will be valid for the contract period of three (3) years.

Bidders to ensure that the price schedule is completed as required, signed and stamped.

Bidders to bid only for services applicable to their firm as identified in the Schedule of requirements in Section IV.

5) EVALUATION CRITERIA - SECTION VI

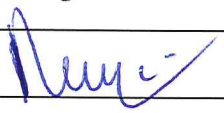
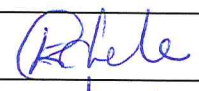
The bidders were informed that the tender will be evaluated in three stages as detailed in section VI of the tender document. i.e.

- a) Preliminary Evaluation
- b) Technical Evaluation
- c) Financial Evaluation

3.0 QUESTIONS & RESPONSE SESSION

	<u>QUESTIONS</u>	<u>KPLC RESPONSE</u>
(1)	Can firms that have not been operational for one year be allowed to submit certified Mpesa /Airtel statements in place of certified bank statements?	Yes, firms can either submit certified Mpesa /Airtel statements or certified bank statements
(2)	Can firms with outlets in more than one (1) region or depot participate in other regions /depots of their choice	Firms with outlets in more than one (1) region or depot should participate in the tender and list the branches in other regions/depots in Section XXI (Schedule of Guaranteed Particulars) , Part A Item (5).
(3)	What is the period required for the current reference letter	Bidders are required to submit reference letters from at least four (4) firms or 4 LPOs for similar services done.

There being no other business, the meeting ended at 12.00 p.m.

Chairman	David Regeru	Secretary	Everlyn O. Ongalo
Sign		Sign	
Date	15/10/2020	Date	15/10/2020

ATTENDANCE REGISTER FOR PRE-BID MEETING FOR TENDER NO: KP1/9A.4/OT/TPT/02/20-21
FOR THIRD PARTY GARAGES, THREE (3) YEAR CONTRACT FOR SUPPLY OF TRANSPORT FLEET
UNITS REPAIRS AND MAINTENANCE SERVICES.

HELD ON 13th OCTOBER 2020

No.	NAME	FIRM/COMPANY	SIGN	EMAIL ADDRESS	CONTACTS/TELEPHONE
1.	Philip Wandari	AUTOHUB GARAGE		philipwandari@gmail.com	0722871001
2.	Benson Mankin	ISLET MOTOR		isletmotorcompany@gmail.com	072 414587
3.	Leila Auxox	ISLET MOTORS		leila.auxox@gmail.com isletmotors.co.ke	074215621
4.	Joseph Inyanga	freepress		isletforbeservices@gmail.com	0770079871
5.	Zachary Ogunlo	Bonybear Auto Centre		bonybearauto@gmail.com	0722873128
6.	George Hjooye	Bongedink Auto Care		bongedinkenterprises@gmail.com	0722-228200
7.	ADRIAN MWERIA	BONUM KENYA LIMITED		info@bonumkenya.ltd.co.ke	0721877702
8.	Edmund Mwakilo	Casscomba EATL		nmv6@asscomba.co.ke	0795111747
10.	Rudolf S'costa	Xce Autofix		rudolf@alexantofix.co.ke	0722 529178
11.	Martin Bwandi	Bassels Auto		basselsauto@gmail.com	0720 446824

No.	NAME	FIRM/COMPANY	SIGN	EMAIL ADDRESS	CONTACTS/TELEPHONE
12.	LALI MOJARIN	Quality Spares Ltd		info@qualityspares.co.ke	0705236888
13.	Paul M. Davidi	Davidi Autogarage Ltd		Nkundakundi@gmail.com info@davidigarage.co.ke	0706662988
14.	Andreas Onyango	Modern w. auto w. tel		andreas@modernwauto.co.ke	0723915497
15.	Albert Onyango	Global Spray Motors Ltd		gspraymotors@gmail.com	0721140843
16.	Richard Onondi	Kieser Investment		richardonyang62@gmail.com	0723908888
17.	LUCA OPUNDE	KAPENKE POINT		info@kapenkepoint.com	0723260648
18.	John Olungo	Ikadongo Auto		Ikadongo@ikadongo.co.ke	0715017782
19.	Daniel Omondi	TEXAS AUTO TECH		Mondikom72@gmail.com	0721365549
20.	ERIC BATU	DEEMANTOKE		deemantoke@gmail.com	0705475418
21.	Cyrus Kuria	Mutual general header Ltd		mutualgeneralheaders@gmail.com	0722-744634
22.	Alan Mwirere	Sweet Sweet gear		sweetssweetgear@gmail.com	0716830076
23.	OHUMU EVANS	BELMAR MOTOR CARE		ohumuevans04@gmail.com	0705046005
24.	FELIX MYSYIKI	SECURSERVICES LTD		info@secservices.co.ke	0728510195
25.	NJAM GEORGE	MATUNGULU PROPERTIES		info@matunguluproperties.co.ke	0721372492

No.	NAME	FIRM/COMPANY	SIGN	EMAIL ADDRESS	CONTACTS/TELEPHONE
40.	Joseph Gacibi	Welma Francis LTD		josephgacibi@gmail.com	070377698
41.	Anthony Nwagwu	Loyalty Auto Garage		ijungunna42@gmail.com	0722805007
42.	Hyumba Onyiko	Bizzit Bead		nyumbanAnthony@gmail.com	0737645115
43.	Fouveau General Supplies	Cwale Nyumbi		nyumbi@gmail.com	0722684929
44.	Vinept Anzeza	Texa auto		info@pezasautokeny.com	
45.	Victoria Njeni	Power Parts K Ltd		info@kadengepointSpray.co.ke	0729336247
46.	KEVIN. N. WATNAINA	SUPER TOUCH AUTO		Sainaa@PowerPartsbi.com	0725360663
47.	Peter K. Ndambuki	mbuta auto garage		info@super-touch-auto.co.ke	0707181399
48.	Arnold Ochieng	Wamerat Auto & Mech		workshop@super-touch-auto.co.ke	
49.	Sydney K. Sudo	MEBUCON (K) LTD		mbuta auto garage.co.ke	07299017093
50.	Tereza Dachs	Dachs Africa Ltd		waneravuto@yahoo.com	
51.	Ephraim Kinjua	Ace Autofix		waneravuto@mech.com	0722645183 / 0707235645
52.				info@mebucon-ke.co.ke	072236926
53.				tereza.duma@dachs-kia.com	0722522840
54.				ephrain@aceautofix.co.ke	0726130820
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