/W.	File Ref.	KP1/9A.4/OT/TPT/02/20-21
Kenya Power & Lighting Co. Ltd.	Date of Issue Date of Meeting Venue of Meeting	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. October, 2020 13th October 2020 THE AUDITORIUM, STIMA PLAZA
	Page No:	1 of 3
In Attendance KPLC	<ol> <li>David Regeru</li> <li>Vincent Kefa</li> <li>Everlyn Ongalo</li> <li>Lorna Mitine</li> <li>Simon Maina</li> </ol>	
BIDDERS	See Appendix I attached	
Circulation	KPLC Website	
Agenda	<ol> <li>Introduction of Sessi</li> <li>Overview of Tender</li> <li>Question and Response</li> </ol>	on Requirements by KPLC Team ase session in Bidding document

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	NOTES OF MEETING
Item	Deliberations
1.0	INTERODITION DESCRIPTION
1.0	INTRODUCTORY REMARKS
	The meeting was called to order at 11.00 a.m. with introduction of the agenda for the day.
	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.
	Bidders were advised to read the tender document in its entirety to achieve compliance of the tender requirements.
2.0	HIGHLIGHTS OF THE TENDER DOCUMENT
	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;
	1) TENDER SUBMISSION CHECKLIST – SECTION II
	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.
	2) <u>INSTRUCTIONS TO TENDERERS &amp; APPENDIX TO INSTRUCTIONS TO TENDERERS - SECTION III</u>
	The instructions to tenderers is information provided to bidders on the specific requirements of the tender;

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# 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) <u>List of Previous Customers</u>

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 Questionaire 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	OUES	TIONS & RESPONSE SESSION						
-			VDI C DECDONICE					
	QUES	TIONS	KPLC RESPONSE					
(I)	one y /Airte	irms that have not been operational for ear be allowed to submit certified Mpesa el statements in place of certified bank nents?	Yes, firms can either submit certified Mpesa /Airtel statements or certified bank statements					
(2)	regio	irms with outlets in more than one (1) in or depot participate in other regions of their choice	region or tender and regions/d	with outlets in more than one (1) or depot should participate in the and list the branches in other s/depots in Section XXI (Schedule ranteed Particulars), Part A Item				
(3)		is the period required for the current ence 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	l at 12.00 p.m.					
Chair		David Regeru	Secretary					
Sign		leye	Sign	Phele				
Date		15/10/2020	Date	15/10/2020				

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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 13<sup>th</sup> OCTOBER 2020

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