

MINUTES OF PRE-BID MEETING AND SITE VISIT DATED 04.06.2014
FOR TENDER NO. KP1/5DA/PT/10/13-14 - FOR PROPOSED
MURANGA GODOWN, MURANGA COUNTY

List of Attendants

Name of Representative
1. Spirian Kimani
2. Danson Macharia
3. Samuel N. Kimani
4. Jeremiah Mwangi
5. Samuel Chebii
6. Tony Mutembei
7. Eng. R. Bosire
8. Elijah Chelule
9. Patrick Njoroge
10. Bai Tuehva
11. James Wahome
12. Charles Kimengi
13. K. Mwangi
14. John Gitangu
15. Meshack Okebe
16. Samuel Mwangi

Kenya Power Team Members

Name
1. John Achuchi
2. Jane Ndinya

The meeting commenced at 10:30 am.

The objective of holding the pre-bid and site visit meeting was to clarify what was required in the tender with a view to make the bidders understand the document and bid competently.

The Supply Chain Officer (Procurement) took the attendants through the tender document, and the following areas were covered:

- a.** The tender is open to tenderers who are registered with the National Construction Authority (NCA) Level 5 and above only.

- b.** **Tender Submission Check List(Page 6)**

The Prospective bidders to provide all the documents as required in the tender document and tick against each item in the tender submission checklist in section II on page 6. Indication should be made of what is provided.

Clause 3.24 Tender Security (Page 25)

c. Tender Security to include bank guarantee, or letters of credit, original guarantee from a deposit taking micro finance institution, SACCO society, the Youth Enterprise Development Fund or the Women Enterprise Fund. (All from acceptable and approved locally based institutions). Further to that, the format of the Tender Security Form shall be as provided in Section XI A). The tender security shall be valid for one hundred and twenty (120). That means 120 days from the date of tender opening and it is advisable to add 30 more days beyond the tender validity period.

d. Clause 3.25 Validity of Tenders

The validity of the tender shall be 120 days after the date of tender opening. A tender that is valid for a shorter period shall be rejected by KPLC as non-responsive. (Clause 3.25.1- page 22).

e. Clause 3.29 Number of sets

It was clarified that the tender was a 1 envelope tender comprising of preliminary, technical and financial sections which were to be filled and put in as a set of a complete document. The set to be submitted as 3 documents, one original copy and 2 extra copies of the original-(replica of original). Labeling shall be done as ‘ORIGINAL TENDER’, ‘COPY 1 OF TENDER’ and ‘COPY 2 OF TENDER’ as appropriate. This shall be done collectively for the preliminary, technical and financial.

The bidders were reminded that the evaluation shall be in 3 major stages:-

Preliminary stage (Ref. clause 6.1, pg 66)

Technical Stage (Ref. clause 6.2, pg 68)

Financial Stage (Ref. clause 6.3, pg 70)

Each stage had mandatory requirements and only those who meet the minimum requirements proceeded to the next stage.

QUESTIONS POSED BY THE BIDDERS.

After the presentation, the floor was opened for questions from the attendants, and the following questions were raised and responses given as below:

S/No	Question	Response
1.	Can the tender be extended the time given is too short based on the scope of work.	Yes, the tender shall be extended via an Addendum.
2.	Are Variations allowed in this tender?	Tenderers were referred to paragraph 22 in the conditions to the contract in page 45

There being no other business, the meeting concluded at 11:50am.