



Kenya Power

	File Ref.	PRE – BID MEETING
	Date of Issue	2016
	Date of Meeting	21 <sup>st</sup> January, 2016 at 10.30 am
	Venue of Meeting	KOLOBOT RD STIMA PLAZA , AUDITORIUM ROOM
	Page No:	1 of 4
In Attendance	KPLC Staff in attendance: <ol style="list-style-type: none"><li>1. Simon Muriu- Senior Supply Chain Assistant – Taking Minutes</li><li>2. James Kahare – Draughtsman 1</li><li>3. Joyce Chagarii – System Administration Assistant</li></ol> Suppliers in attendance: <ol style="list-style-type: none"><li>1. Those in attendance were 11 in number.</li></ol>	
Agenda	<ol style="list-style-type: none"><li>i) A rundown of the Tender document and changes in the mode of Tendering.</li><li>ii) E-Procurement tender submission process.</li><li>iii) Technical Specifications</li></ol>	

INTRODUCTION:

The meeting was opened by introducing the Category owners for the tender, and IT representative.

Bidders were informed that they will not be required to bring physical tender documents but will tender through the E- Procurement portal.

AGENDA

Clarification of the tender.

It was 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.

- It was Explained that After E- Procurement went live on 30<sup>th</sup> June 2015, the company moved from the manual tendering process to On- line tendering through E- Procurement.
- Bidders were informed that the only document that would remain physical was the tender security which will be submitted in its original form. The same will be dropped in the bid bond security box and should be properly sealed in an A4 Envelope and clearly indicated with the bidders firm for purposes of identification, before 10.00am at the reception on 3<sup>rd</sup> floor procurement office before the tender closing date.
- No tender security will be submitted after 10.00am, and at exactly 10.00am the tender security box will be opened and the entire bid bonds will be recorded down. The securities will not be opened until the designated time of the tender opening which will be at exactly 10.30am.
- The bidders were also taken through the evaluation criteria i.e. the Preliminary, Technical and Financial. They were informed that the criterion was clear hence they could also gauge their performance, just by using the criteria. The award was to be to lowest evaluated bidder.
- The bidders were also taken through the evaluation process up to the award. They were informed that after notification and contract award they were required to bring the performance bonds from their respective banks, in the format shown the tender document.
- There was emphasis on the currency, the local suppliers were required to quote in Kenya shillings irrespective of where they get their goods but overseas suppliers were to quote in foreign currency.
- 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.
- Bidders were informed that the tenders were free; bidders are required to access them through the E- procurement web-portal.
- It was clarified that the prices to be quoted for in the portal should be VAT exclusive and they should ensure that the prices quoted for in the portal should be the same with what is attached in the price schedule. In case it is noted that the prices are different, it was clarified that the prices in the prices schedule that is signed and stamped will prevail
- One bidder also needed some clarification about the how long the CR12 should be valid, it was clarified that it would be valid for at least 1 year. This will further be clarified through an addendum.
- It was noted that the warranty period was not clear of the machines because the warranty period on the specifications was conflicting with what was in the price

- schedule. An addendum will be issued to clarify the required warranty period
- One bidder also needed clarification on whether they are supposed to supply the plotters and scanners and install them for Kenya Power, it was clarified that after delivery, Kenya Power will distribute the items and install them on their own..

Clarification on the E Procurement.

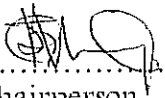
- It was confirmed that so far the system had been tested and working.
- All published tenders can be accessed through the E- Procurement portal
- The existing suppliers will be required to give their contact address and contact person in order to be given user IDs.
- Bidders were also informed that manuals & videos can be accessed through the portal, which would assist in filling in of tenders as well as participation.
- It was explained that the prospective bidders should ensure they open an account with central office in the system since the tender is from central office.
- They were also asked to make use of the supplier manuals.
- It was made clear to the bidders that when the closing date and time reaches, it will be impossible for anyone to access the tender.
- It was clarified that when the bidders are submitting their bids, they should ask the e-procurement support staff for assistance
- For clarification, bidders should note that saving does not mean you have submitted the bid, they should ensure they click on the submit button to ensure they participate in the tender and their bid is opened.

- 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](mailto:Sapsrmhd@kplc.co.ke).
- Where bidders have noted an error in the tender document they can use the E- mail address on the respective Tender Documents.
- 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 and they will not receive any confirmation on their side upon receipt of the tender.
- The bidders were asked to use the company domain and not yahoo or gmail 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.

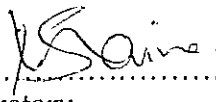
The bidders were also taken through the Technical Specifications and were informed that they can only make it to financial if they are responsive in the technical.

- They were asked to choose serious manufacturers
- They were also told that before they submit their documents they should first check the documentation and whether they meet the required standards.
- Also, the user clarified to the bidders that the technical specifications for the plotters both LOT 1 and LOT 2 have been change and will be done formally through an addendum. This translates to having the tender being extended through the addendum.

With no other business, the meeting ended at 11.00am

Signed  .....  
Chairperson

Date: 27/01/16 .....

Signed:  .....  
Secretary

Date: 27/1/16 .....