



ISO 9001:2008 QMS

AREA: SUPPLY CHAIN –  
E-HSE MSA

PROCUREMENT  
DEPARTMENT

Subject: PRE-BID  
MEETING  
CLARIFICATION OF  
TENDER D

Doc. No.

KP6/9A/1.1/3

Issue No.

1

Revision No.

0

Date of  
Meeting

2020-06-25

Page 1 of 3

**PRESENT**

George Ouma	Senior. Supply Chain Officer	Member
Michael Mukhebi	Transport Engineer	Member
Cornelius Mbogho	3rd Assistant, Superintendent	Member
Stephen Mutia	Procurement Clerk	Member
Khadija Jahazi	Senior Supply Chain Assistant	Secretary
Garage Representatives as per attached attendance list		

**AGENDA**

1. Pre-bid Meeting - Clarification of tender requirements for the Third Party Garages tender no. KP6/7.1/OT/01/20-21

**Agenda/01 Clarification of the Third Party Garages tender no. KP6/7.1/OT/01/20-21**

The meeting was called to order at 1100 hours after brief introductions. The agenda of the meeting was tabled by both functional heads of the two departments (Procurement & Transport).

The representatives present were taken through the relevant sections of the tender document highlighted below where further clarifications were needed:-

- Section I - Invitation to Tender

Where the tender box will be situated and how many copies of the tender documents should be submitted. It was explained that the tender box will be in the Banking Hall in Electricity House, Mombasa. Only one copy of the tender response is to be submitted.

		Signature	Date
George Ouma	Member		09/10/2020
Michael Mukhebi	Member		09/10/2020
Cornelius Mbogho	Member		09/10/2020
Stephen Mutia	Member		09/10/2020
Khadija Jahazi	Secretary		09/10/2020



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<b>Subject: PRE-BID MEETING CLARIFICATION OF TENDER D</b>		<b>Page 2 of 3</b>

- Section II – Tender Submission checklist  
What financial statements should one submit if a bidder has recently changed his company status from a business name to a limited company. It was clarified that such a firm can produce bank statement instead of audited accounts.

- Appendix to Instruction to Tenderers  
Difference between Tender Security and Performance Security.  
Bidders were informed that bid security which is a performance bond for tendering and is usually submitted with a tender, was not required for this Third Party Garages tender. However, performance security or bond will be required later at the contracting stage for those who will be awarded.

- Section IV – Schedule of Requirements  
Whether to quote for Engineering/ Machining Services if the bidder is outsourcing the services.

The prospective bidders were advised to quote for services in which they have capability as well as resources to deliver.

- Section VI – Evaluation Criteria  
Attendants were taken through the preliminary, technical and financial evaluation criteria.

- Submission of copies of local purchase orders for evidence of previous experience  
Some of the attendants expressed worries that some of the firms they had dealt with may have difficulties in giving them reference letters and that they would prefer submission of LPOs instead.

		<b>Signature</b>	<b>Date</b>
<b>George Ouma</b>	<b>Member</b>		09/10/2020
<b>Michael Mukhebi</b>	<b>Member</b>		09/10/2020
<b>Cornelius Mbogho</b>	<b>Member</b>		09/10/20
<b>Stephen Mutia</b>	<b>Member</b>		09/10/2020
<b>Khadija Jahazi</b>	<b>Secretary</b>		09/10/2020



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They were advised to stick to the tender requirement of forwarding of reference letters from at least four firms they had dealt with as it may be difficult to ascertain whether the LPOs were successfully executed.

- Firms with branches in more than one (1) county

It was clarified to the bidders that those with more than one branch in the region should only submit one bid document and specify the counties/areas they have a presence

- Firms with branches in more than one (1) region

Firms with outlets in more than one (1) region were advised to participate in the tender for ONLY one region of their choice and list the other branches in section XXI, Part A item (5).

**Agenda/02      AOB**

The interested parties were reminded to take note of the submission deadline for the tender which is 27<sup>th</sup> October, 2020. Any emerging issues on the tender will be posted on the portal as addendum before the deadline, where necessary.

There being no any other business, the meeting ended at 12.30 pm.

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George Ouma	Member		09/10/2020
Michael Mukhebi	Member		09/10/2020
Cornelius Mbogho	Member		09/10/2020
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Khadija Jahazi	Secretary		09/10/2020

