



ISO 9001:2008 QMS  
Minutes

Doc. No. KP1 /9AA-2/OT/SS/16-17

Issue No.

Revision No.

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PRE-BID MEETING NOTES

DATE: 28<sup>th</sup> July, 2016

TIME: 11.00 A.M

**Present**

1.	GEOFFREY KIGEN	CHIEF SECURITY OFFICER
2.	STEPHEN MUOKA	CHIEF SECURITY OFFICER
3.	JANE NDINYA	CHIEF OFFICER-ENABLING
4.	PETER KATONI	SUPPLY CHAIN.

**Agenda**

- Taking bidders through the security guarding tender document and clarifying to them any arising questions or challenges.

**MINUTES**

Min1/28/7	<p>The meeting was called to order at 11.00 a.m. with words of introduction. The KPLC team introduced themselves to the bidders. Bidders introduced themselves by signing in the attendance register.</p> <ul style="list-style-type: none"> <li>➤ The bidders were taken through the tender document highlighting key issues that are of value to KPLC and which formed the basis of the tender document.</li> <li>➤ Bidders were informed that the tender will be uploaded to the SRM portal and no manual documents will be accepted</li> <li>➤ Bidders were notified that they can access the registration manual from the KPLC website under public information folder by opening the tender pocket and use the drop cursor to access the 'bidder registration' document.</li> <li>➤ Any bidder facing challenges in either registration or uploading their document should consult with the SRM desk in Stima plaza in good time to ensure they get assisted.</li> <li>➤ Bidders were informed that the notes for the pre-bid meeting and the addendum capturing all arising issues will be posted to the KPLC website and advertised in the local daily newspapers.</li> </ul>
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Secretary

Chairman :-

Signed:

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- Bidders were reminded to attach their audited financial accounts and all other documents as required in the tender documents. Newly registered companies they are allowed to attach bank statements. These will help in determining the firm's financial viability of the participating firms and also confirm the firm's solvency.
- Bidders were encouraged to re-read and confirm the details of their bidding documents before submitting. Bidders were encouraged to participate in the tender with a business perspective in mind, and with highest level of professionalism
- All prices quoted especially salaries for guards shall be based on the minimum wage and prove will be supported by the government gazette on the same.
- All willing and aspiring bidders must be meeting all statutory requirements and hold valid taxation certificates and be a member of a professional organization like KSIA and PSIA.
- It was noted that the Kisii Stores was erroneously slotted under Thika region. The error will be corrected and captured in the addendum.
- Bidders were taken through the schedule of requirements and they were encouraged to thoroughly go through it in details and get acquainted with the KPLC needs as stipulated therein.

**EVALUATION:**

- The original tender security/bid bond should be deposited in the security bid box at Stima plaza, 3<sup>rd</sup> floor before the opening time. A scanned copy of the same shall be attached to the bidding documents being submitted. The bid bond shall have no bank conditions and shall be from recognized bank or financial institution. Bid bonds from insurance firms are not accepted.
- Any firm submitting directors who are illegible as stipulated in the tender document will be disqualified.

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	<ul style="list-style-type: none"> <li>➤ Documents shall be scanned and uploaded in the order as per the evaluation criteria for ease of evaluation</li> <li>➤ Directorship of the firms as filled in the confidential Business Questionnaire should be supported by a CR12 document. Any deviation will lead to disqualification.</li> <li>➤ Bidders were requested to resolve any pending issues and cases that may block them from participating. Firms with cases with KPLC should clear with the necessary department/regions and have a clean bill before participating in this tender.</li> <li>➤ Bidders will be required to provide prove of ownership of vehicles or provide a lease agreement with firms that will lease vehicle to them</li> <li>➤ ISO certification is necessary. This confirms the firms quality of services and adds confidence when dealing with them</li> <li>➤ Evidence of staff and length of period they have been engaged in the security firm will be considered. Firms with high turnover of staff is an indication of discontent by staff and this translates to poor performance. Dealing with such firms is risky.</li> <li>➤ Bidders were informed that the financial ratios criterion in the evaluation will be deleted and also the mandatory technical requirements section, which it was confirmed it has already been taken care of in the technical evaluation section of the tender document.</li> </ul> <p style="text-align: center;"><b><u>QUESTION TIME:</u></b></p> <ul style="list-style-type: none"> <li>➤ At the end of the session bidders were given humble time to ask questions about the tender.</li> </ul> <p><b>Question 1:</b> Since the contract is for two years, should the bidders quote prices for the total two years or one year?</p> <ul style="list-style-type: none"> <li>➤ The bid price should be a total of the two years VAT inclusive.</li> </ul>	
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Secretary

Chairman :-

Signed:

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**Question 2:** Is there a dummy SRM portal where bidders can practice on the processes before logging on to the live SRM portal?

- No, the system is live thus bidders should exercise perfection

**Question 3:** If a bidders statutory documents are due to get expired within the period of bidding, can he still bid?

- It's acceptable to bid so long as the documents are valid within the bidding period. Bidders should also ensure that the process of renewal of these documents is in place to avoid any consequences that may arise

**Question 4:** How is the financial quotation to be done?

- The financial quotation to be done as per the price schedule. Figures will be uplifted from the schedules.

**Question 5:** Should a bidder quote for all regions?

- Bidders are encouraged to bid only in the regions where they are capable of giving quality service.

**Question 6:** Is it possible to quote for class A and B and upload the same document?

- Yes.

**Question 7:** Should the security bid bond dropped in Stima plaza before tender opening date?

- It's mandatory that the security bid bond be dropped in the bid bond box, 3<sup>rd</sup> floor, Stima plaza before the opening hour. Bid bonds will be confirmed by the opening team together with available bidders and a security agent on opening the bid bond box. No bid bond submitted at the opening hall will be accepted.

**Question 8:** can a bidder submit a bid bond issued from an insurance company?

- No.

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Note: find attached the list of bidders who attended the pre-bid meeting.

There having no other business, the meeting was closed at 1.15 p.m.

Witnessed by:

Jane Ndinya .....date 28/7/2016

Geoffrey Kigen .....date 28/7/2016

Stephen Muoka .....date 28/7/2016

Peter Katoni .....date 28/7/16

Secretary

Chairman :-

Signed:

Signed:

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**KENYA POWER & LIGHTING COMPANY LIMITED**

**TENDER PRE-BID MEETING: DATE : 28<sup>th</sup> JULY, 2016**

**TENDER NO. KPI/9AA-2/OT/02/SS/16-17-PROVISION OF SECURITY GUARDING SERVICES.**

**VENUE : STIMA PLAZA.**

**TIME : 11.00AM**

NO	NAME OF REPRESENTATIVE	NAME OF FIRM	SIGNATURE	PHONE
1.	Astone Mwangi	Boti Mwangi Services.		0722655604
2.	Julius Kiiza	Bedrock Security Services		0722799067.
3.	Josephat Kibet	TOTAL SECURITY.		0722919180.
4.	MARITHA ADELI	PRAXIS LIMITED		0724256649.
5.	GEORGE S. MANDSA	RICEF FALCON SECURITY		0725833281
6.	WALEY AMUNDU OTHARI	WALAI SERVICES		0922349926
7.	JOSPHAT OUYANGU	MOJIB INVESTMENTS		0722205492
8.	Millieant Apandi Todd	Self Hamilton (is) LTD		0721470407
9.	JOHN M. OLU	RACE GUARDS		0722294482
10.	Magebalene Kandigi	Gillys Security		0721249757
11.	Stanley Okanga	Guardforce Group Ltd		0726763534
12.	Chirupiti James	Total Security S. Limited		0722-695115
13.	Paul Ndolo	Race guards Ltd.		0722317912-0722512289

14	GEORGE SHICKUKU WIKESO	BONHAY SECURITY SERVICES	CSME	0108035168 0716206423
15	PHILIP LUMULI ANYOVA	NEMNHAN SERV. INT. LTD	JBL	0739888002
16	MARCEICE MUKOTA	ACCESS SECURITY SERVICES LTD (members)	Benjamin	07122773252
17	ABDIKADIR SHABELED	VICKERS SECURITY SERVICES	Amir	0781255968
18	ISMAIL MARTIN MADGI	ISMAX SECURITY LIMITED	<del>Henry</del>	0723535353
19	EMRICE A. OTHIO	INTER SECURITY SERVICES	<del>Henry</del>	07809083575
20	GEORGEY JURY	PINKERTONS (K) LPD	Georgey	0711261902
21	MARTY MUDHUI	PINKERTONS (K) LTD	<del>Georgey</del>	0787720953
22	HISHER NABANDA	STAS KENYA LTD	<del>Georgey</del>	0730477902
23	CATHERINE MACHA	GATE KENYA LTD	Wanyonyi	0722396121
24	ESTHER WANDIRU	APEX SECURITY SERVICES	Esther	0728581511
25	DENIS OMONDI	DEMATEK SERVICES	D-V	0720519335
26	JANE DNYAMBU	DAMWENI ENTERPRISES	Jan	07255814910
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**KENYA POWER & LIGHTING COMPANY LIMITED**

**TENDER PRE-BID MEETING: DATE : 28<sup>th</sup> JULY, 2016**

**TENDER NO. KP1/9AA-2/OT/02/SS/16-17-PROVISION OF SECURITY GUARDING SERVICES.**

**VENUE : STIMA PLAZA.**

**TIME : 11.00AM**

NO	NAME OF REPRESENTATIVE	NAME OF FIRM	SIGNATURE	PHONE
1.	Joyce Kibuye Munga	PERK SECURITY Ltd		0724054515 0722721799
2.	Miguel John Munga	Hotari Security Guards Ltd		0791357232
3.	WALTER BETHAMBO	BEDROCK HOLDINGS LTD		0705568988
4.	ZACHARO OCHIENY GWIND	BEDROCK HOLDINGS LTD		0713689144
5.	HARDA MURDI	G-TO SUCCESS CO. LTD		0720 750097
6.	Juve Touff	G-TO SUCCESS CO. LTD.		0737-881790
7.	MARWA JOSEPH	<del>THE</del> BEDROCK HOLDINGS		0729-74487
8.	JEREMIAH OBIA	G-TO SUCCESS CO. LTD		0727 407872
9.	GROHREY NIOGGE KIBE	STERLING SECURITY SERVICES		0729836134
10.	NAMITI DAVUL.	BEDROCK SECURITY SERVICES LTD		0704-832724.
11.	KENNEST OPELE	TOP GUARDS SECURITY		07177739275
12.	Josephine Wacoshno	BASELIT SECURITY SERVICES		07200670828
13	HARWA GAND	SECURITY LINK LIMITED		0790113485



14	BISHAMBA SWALEH	EL-BARI SECURITY SERVICES LTD		0128146155
15	CAROL SKOTTF	SAMS SECURITY LTD		07924968998
16	Eluech Fedeinde	Vikas Security Services Ltd		0705488710
17	ELIZABETH M. PAUL	SAMO SECURITY LTD	Museump	28179777
18	Gally Monboy	LAWINGTON SECURITY LTD		0722589846
19	ELIJAH K. KIRWA	NOAM SECURITY SERVICES		0702419168
20	David Kigen	LAWINGTON SECURITY		0733066526
21	FERDINAND WAKITHA	BARS SECURITY		0711-355562
22	Caroline Nbulu	Gratoom Security		0735293931
23	Fumie Othard	Inter Security		0189 083 515
24	TUKU GEEFFRY	PINKERTONS (K) LTD		0811761905
25	Mabay Muchiri	PINKERTONS (K) LTD		0737722 953.
26	Duncan D. Kiplangat	Patriotic group of Co Ltd		0711584584
27	STIVESTER MUMUNGI	SECUREX AGENCIES (K) LIMITED		0711 069 999
28	DENNIS KIMANI	SECUREX AGENCIES (K) LTD		0711 069 999
29	Robert Tuitok	Riley Services Ltd		0721 921310
30	Thuma Oketa	Riley Falcon		0721 921310
31	KENNETH WAKITHA	Vigilmax security services Ltd.		0725418003
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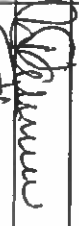




**KENYA POWER & LIGHTING COMPANY LIMITED**

**TENDER PRE-BID MEETING: DATE : 28<sup>th</sup> JULY, 2016**

**TENDER NO. KP/19AA-2/OT/02/SS/16-17-PROVISION OF SECURITY GUARDING SERVICES.**

**VENUE : STIMA PLAZA.**

**TIME : 11.00AM**

NO	NAME OF REPRESENTATIVE	NAME OF FIRM	SIGNATURE	PHONE
1.	Leve Wamukir	Brimus Security		0724-676590
2.	Nancy Gathoni	Bruks Security		0724-676590
3.	CALLEB OTOMBE	SKYPACK SECURITY		0738850540
4.	BENSON KAMAU	SKYPACK SECURITY		0720-603296
5.	GEORGE KIOTUA	SEA Security		0732999004
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KPLC STAFF PRESENT:

Name	Designation	Signature.	Date
1. GIBBON KIRIEL	Asst. Dir. of Security	[Signature]	28/07/16
2. STEPHEN MUSAKA	CSG, Corporate	[Signature]	28/7/16
3. JANE WABUYI	CS CO	[Signature]	28/07/16




WITNESSED BY:

Name	Designation	Signature.	Date
1. FERDINAND WAKWAKI	ETS	[Signature]	28/07/16
2. PETER JUMUJI	Customer Rep, Mre	[Signature]	28/07/16
3. CHARLES ODUMA	Director	[Signature]	28/7/16

KPLC STAFF PRESENT:

Name	Designation	Signature.	Date
1. GEORGETTE KILIZO	Ng Mngt Security		28/7/2016
2. STEPHEN MUSA	CSO, Corporate		28/7/2016
3.			

WITNESSED BY:

Name	Designation	Signature.	Date
1. Sylvester Mumbunda	Genl Administrator		28/07/2016
2. Millicut Apundi	Genl		28/07/2016
3. George Ntsha	Genl		28/07/2016