



Kenya Power

File Ref.	PRE – BID MEETING
Date of Issue	2016
Date of Meeting	15 th January, 2016 at 10.00 am
Venue of Meeting	KOLOBOT RD STIMA PLAZA , AUDITORIUM ROOM
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In Attendance	<p>KPLC Staff in attendance:</p> <ol style="list-style-type: none">1. Jane Muigai – Chief Supply Chain Officer2. Simon Muriu- Senior Supply Chain Assistant – Taking Minutes3. Ruth Kariuki – Human Resource Officer4. Michael Apudo – 3rd Assistant Engineer (Standards)5. Lincoln Kagundu – Support E- Procurement <p>Suppliers in attendance:</p> <ol style="list-style-type: none">1. Those in attendance were 28 in number.
Agenda	<ol style="list-style-type: none">i) A rundown of the Tender document and changes in the mode of Tendering.ii) E-Procurement tender submission process.iii) Technical Specifications

INTRODUCTION:

The meeting was opened by introducing the Category owners for the tender, together with the E- Procurement staff, human resource officer and Engineer Standards.

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 30th 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 tender 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 3rd 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 Government also requires that the tender is uploaded in IFMIS which is a government website two days prior to the advertisement of the same through the media.
- Samples will similarly be delivered at the procurement reception on third floor and will be recorded down and the same will be read out aloud to the bidders during the tender opening session. Samples that will be brought after 10.00am will not be accepted.
- 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 tenders will not be opened on Mondays, but from Tuesday to Fridays.
- 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.

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- Bidders were told to clearly indicate their samples when dropping them and that they should only bring one sample for every category, wherever in the requirements that a pair is required, the suppliers should bring a pair of the item.
- It was also confirmed that the samples that were to be issued do not have to be branded or have the Kenya power logo.
- A bidder also asked if they can view a sample of the boot to be able to quote, it was clarified that since we are buying boots with different requirements the supplier was advised to use the specifications and material requirement as a guideline of what is required.
- One bidder noted that the helmets specifications were not attached and it was confirmed, an addendum would be issued to that matter
- 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 a clause about who would incur the costs of air travel and accommodation incase Kenya power would want to visit the manufacturer of the products. It was clarified that Kenya power would take care of its own cost of travel and accommodation.
- A bidder asked why there was no drawing of the rain coat in the specification and was told that there is no real sample or drawing of what is required but the supplier is required to ensure the product has what has been asked for the specification and provide a sample.
- It was clarified to the bidders that type test reports are very important in the technical evaluation and so the bidders should ensure they attach them.
- The type of fabric that is required by Kenya power is explained in the technical specifications.
- One bidder also needed some clarifications on the technical specification on the ordinary overalls. i.e the overall markings on 4.2.8.5.5 of the specifications. It was noted that item No (b) was conflicting with item No (c). a clarification would be done through an addendum.
- It was agreed because of the addendum and addition of the helmet specification, the tender closing date will be extended
- Factory assessment test by bidder also enquired whether the youth, Women and persons with disabilities were required to submit Tender Security. It was agreed that the bidder will be informed through an addendum.

There was a presentation by the E- Procurement Support staff who confirmed that he is in the process of approving the supplier accounts for the tender.

- 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 note that saving does not mean you have submitted the bid, they should ensure they click

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Signed W. K. Sanyal
Chairperson

Date: 20/1/2016

Signed: S. Saini
Secretary

Date: 20/1/16