



Kenya Power

<b>File Ref.</b>	<b>PRE - BID MEETING TENDER NO. KPL1/9AA-2/PT/07/13-14 FOR PROTECTIVE CLOTHING, SAFETY WEAR, GEAR &amp; MEASURED UNIFORMS.</b>
<b>Date of Issue</b>	<b>2014</b>
<b>Date of Meeting</b>	<b>28<sup>th</sup> May 2014</b>
<b>Venue of Meeting</b>	<b>AUDITORIUM STIMA PLAZA</b>
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**In Attendance**

<b>Name</b>	<b>Company</b>
1. Ephrim M. Mburugu .....	Think Tank
2. Diana F. Wambui .....	Sleek Ltd
3. Cleophas Murey.....	Epiniician Ltd
4. Nicholas KiptooOnon .....	Masken Garments
5. Vincent Ogonda.....	Roan Services
6. George Mburu.....	Tigithi Agencies Ltd
7. Michelle Mutheu.....	Whelle Enterprises
8. Jackson Gakure.....	Leavamark Group
9. Millicent Adhiambo.....	Daisy days Invs Ltd
10. KhzdijaMohmend .....	Switch Ent.
11. Caroline Karimi .....	Best Limited
12. Joseph Ndirangu.....	Armick Ltd
13. Mary Wangui.....	Continental Fashions
14. Michael Midida.....	Sypsan Enterprises
15. Grace Karanja .....	Rakimta Ltd
16. Anne Wekesa.....	Habesa Office Solutions
17. Francisca Rangya.....	Daily Traders Company
18. Isaac Mburu.....	Atoz Limited
19. Allan Wachira .....	Lan Solutions
20. Eliud Maniki .....	Elicand Enterprises
<b>KPLC TEAM</b>	
1. Harun Otieno	
2. Simon Kimitei	
3. Peter M. Jason	

<b>Circulation</b>	kplc website.
<b>Agenda</b>	Tender No. KP1/9AA-2/PT/07/14-15 Clarifications on tender document for supply of protective clothing, safety wear, gear & measured uniforms- for youth, women and persons with disability only.

<b>Minute/ Agenda</b>	<b>DISCUSSION</b>
<b>Prelude</b>	<p>The meeting started at 10.25 am with opening comments by the chair. The bidders were reminded that the meeting was meant to clarify the tender requirements and point out common mistakes made by bidders.</p> <p>A general introduction was then done followed by a cautious perusal of selected pages in the tender document by the Procurement Officer. It was reiterated that the meeting is meant to shed light on key issues surrounding the tender so as to avoid misconceptions in future.</p> <p>Bidders were reminded the importance of reading the tender document thoroughly and understanding it well.</p>
<b>Invitation to tender(page 4)</b>	Prospective bidders were informed that they can obtain the Tender documents from the Chief Manager, Supply Chain & Logistics on the 3 <sup>rd</sup> Floor, Stima Plaza, Kolobot Road, Nairobi, on normal working days upon payment of a non-refundable fee of Kenya Shillings One Thousand (KSh. 1,000/=) or may also download the tender document from KPLC's website ( <a href="http://www.kenya.power.co.ke">www.kenya.power.co.ke</a> ) free of charge.
<b>Tender closing Date</b>	It was clarified that the tender closing date remains to be 27 <sup>th</sup> June, 2014 as in the tender document & opened immediately thereafter at auditorium at 10.00 am.
<b>Tender Submission Check List. (page 6)</b>	The Prospective bidders were reminded to provide all the documents as required in the tender document and tick against each item indicating that they have provided. Suppliers were advised to submit the tender document in the order and arrangement as indicated in the Tender Submission Checklist.
<b>Clause 3.15 Sample submission</b>	<p>Samples shall be considered as part of the tender &amp; submitted per item (not per size) before the closing date &amp; time. The samples shall be labeled in a manner that it will be easy to remove the label.</p> <p>Samples are to be submitted to procurement 3<sup>rd</sup> floor stima plaza.</p> <p>Branding and embroidery should be done on the samples to be submitted for evaluation purposes.</p>

	Color differentiation- All bidders were advised to stick to the KPLC specifications as there was no sample viewing.
<b>Clause 3.17 Tender Security</b>	It was clarified that Tender security is not required in this tender but instead the tenderers should fill in the Tender Securing Declaration form which is attached in the tender document.
<b>Clause 3.18 Validity of Tender</b>	It was made clear that the validity of the tender shall be 90 days after the date of tender opening. A tender that is valid for a shorter period shall be rejected by KENYA POWER as non-responsive. The prices shall remain valid for the 90 days after tender closing date as per <b>Clause 1.4.</b>
<b>Clause 3.20 Number of sets</b>	It was clarified that these were 1 envelope tender comprising of Non-financial and Financial in the same document. The Tenderer shall prepare three complete sets of its Tender, identifying and clearly marking the "ORIGINAL TENDER", "COPY 1 OF TENDER", and "COPY 2 OF TENDER" as appropriate. Each set shall be properly bound. The copies shall be a replica of the Original. Each copy will be deemed to contain the same information as the Original.
<b>Clause 3.22 Sealing &amp; Tender Markings of tenders</b>	The Tenderer shall seal the Original and each Copy of the Tender in separate envelopes or packages, duly marking the envelopes or packages as "ORIGINAL", "COPY 1 OF TENDER" and "COPY 2 OF TENDER". The envelopes or packages shall then be sealed in outer envelopes or packages. 3.22.2 The inner and outer envelopes or packages shall - a) be addressed to KPLC at the address given in the Invitation to Tender, b) bear the tender number and name as per the Invitation to Tender and the words, " <b>DO NOT OPEN BEFORE THE DATE &amp; TIME</b> specified in the Invitation to Tender.
<b>Clause 3.39 Performance Security</b>	Prospective bidders were informed that all the successful Tenderer shall furnish KPLC with a Performance Security which shall be the sum of ten percent (10%) of the contract price.
<b>Section IV – schedules of requirements; delivery and Price</b>	Bidders were informed that the requirements are divided into three lots with different locations as follows.  1. Nairobi region with deliveries to Likoni stores. 2. Coast region with deliveries to mbaraki stores. 3. West region with deliveries to Nakuru stores.  Delivery date:-It was agreed that deliveries must be received within 4 months from receipt of Order. In Line with this, the Human

	<p>resources Officer will liaise closely with the bidders during the time of taking the measurements by providing list of staff on time for all the KPLC stations/depots.</p> <p>It was also mentioned that there shall be no piece meal deliveries &amp; that deliveries shall be on DDP basis to KPLC stores.</p>
<b>Mode of Award</b>	<p>The items are lotted according to the storage locations and award shall be made to the lowest evaluated bidder per item per lot. If the bidder is the lowest in two or more lots, they shall be awarded the lot with the highest quantity. However if the price differences in the other two lots exceeds 5%, then this lowest bidder shall be awarded the second highest and the 3<sup>rd</sup> lot shall be retendered.</p>
<b>Clause 6.1 Evaluation Criteria</b>	<p>The bidders were reminded that the evaluation shall be in 3 major stages:-</p> <ul style="list-style-type: none"> <li>▪ Preliminary stage (Ref. clause 6.1, pg66-67)</li> <li>▪ Technical Stage (Ref. clause 6.2, pg67-68)</li> <li>▪ Financial Stage (Ref. clause 6.3, pg 68-69)</li> </ul> <p>Each stage has mandatory requirements and only those who meet the minimum requirements proceeded to the next stage.</p> <p>The technical stage is well elaborated on pages 67 -68.</p> <p>Only those who pass the Technical stage proceed to Financial opening.</p>
<b>Submission of Copies of Directorship</b>	<p>Prospective bidders were reminded to ensure Submission of a valid copy of certificate of Confirmation of Directorship and Shareholding (C.R 12) issued by either the Registrar of Companies or Registrar of Business Names that is not more than three (3) months old from the Date of the Tender Document-(<b>Clause 6.1.8</b>)-pg 66.( Sheria House.)</p> <p>They were also reminded C.R.12 is required only for limited companies.</p>
<b>Technical specification</b>	<p>Bidders were informed that the specification ate attached in the last pages of the tender document &amp; at the end of each specification there is a Guarantee Technical Particulars (GTP) which every bidder should fill.</p> <p>They were also informed the following important point on specifications as listed below:-</p> <ol style="list-style-type: none"> <li>1. For goods manufactured outside Kenya bidders are required to provide relevant valid ISO 9001 certification.</li> <li>2. For goods manufactured in Kenya bidders are required to providevalid KEBS Diamond Mark of Quality Certificate or KEBS Standardisation Mark Certificate</li> <li>3. Supposed to provide type Test Certificates and their Reports</li> </ol>

	<p>or Test Certificates and their Reports from the designated bodies for full compliance with Tender Specifications.</p> <ol style="list-style-type: none"> <li>4. Provide accreditation certificate for the testing laboratory to ISO/ IEC 17025.</li> <li>5. Acquire Manufacturer's Authorization &amp; Manufacturer's Warranty.</li> <li>6. Provide Catalogues and or Brochures and or Manufacturer's drawings</li> </ol>
<p><b>Important Points to note</b></p>	<p>The following are points to note from questions raised by the bidders:-</p> <ol style="list-style-type: none"> <li>1. Test certificates should from the country that you are getting the goods.</li> <li>2. There are no available samples to view except for the African Attire and KPLC requirements are as indicated in the specifications. Where available the specifications include approved designs, otherwise bidders to quote as per specifications.</li> <li>3. Accreditation &amp; test certificates cannot be waved from this tender as KPLC cannot compromise on the quality of the items required.</li> <li>4. The Test, Accreditation KEBS &amp; ISO certificates are gotten from the manufacturers.</li> <li>5. Bank statements should be original.</li> <li>6. Payments are done 30 days after receipt.</li> </ol>

The meeting ended at 11.45am

Approved for Circulation

Signed .....  
Chairman

Date: 28/05/2014

Signed: .....  
Secretary

Date: 28/05/2014