



**MINUTES FOR THE BIDDERS MEETING HELD AT AUDITORIUM STIMA PLAZA
ON THURSDAY, MAY 12TH, 2014**

**TENDER NO KPLC1/9AA-2/PT/15/13-14, SUPPLY, INSTALLATION AND
COMMISSIONING OF 300KVA ENCLOSED DIESEL GENERATORS AT
ELDAS, TAKABA AND RHAMU POWER STATIONS**

MEMBERS PRESENT

- | | |
|------------------|--------------------------------|
| 1. Manuel Okoth | - Kenya Power. (Chairing) |
| 2. Simon Mbuthia | - Kenya Power (Taking minutes) |
| 3. Haroun Otieno | - Kenya Power. |
| 4. Peter Njoroge | - Belt Cargo Services Ltd |
| 5. Timothy | - Socabelec East Africa Ltd |
| 6. Eunice Ndungu | - Harvey Engineering Ltd |
| 7. Peter Thuo | - Accurate Engineering Ltd |

The meeting started at 10.30am with introduction centered on Off-Grid Power Stations department operations and areas of activities. The core responsibilities of the department were clearly outlined in order to give the attendants a general overview of its core business areas and expectations.

The following issues were discussed:-

MIN NO.1 EXPLANATION OF THE CANCELLATION OF TENDER

The bidders were informed that the initial tender no KP1/6D/PT/D/01/14 was cancelled because it was detected at the last minute that it had two different closing dates. This called for re-advertisement of the tender and that the content of current and previous tender is the same save for changing of rating of Air Circuit Breaker from 800Amps to 500Amps in the specifications

MIN NO.2 RETURN OF BID DOCUMENTS

The bidders asked whether one can be allowed collect the bid document that were submitted to KPLC during the Previous tender and it was clarified that only those that were submitted on 25th April 2014 can be returned because they were not opened.

Those that were opened on 24th April, 2014, cannot be returned but Bid Bond and noise reduction material can be collected from the legal office located on 2nd floor Stima plaza and OFF Grid Power Stations office located on 11th floor, Electricity house Aga khan walk, Nairobi respectively.

MIN NO.3 AIR CIRCUIT BREAKER

The bidders ask about the rating of Air Circuit Breaker; and the clarification was made that the correct rating circuit breaker is 500Amps for the 300KVA .

MIN NO.4 ON ENGINE SPECIFICATIONS – IN LINE CYLINDER AND WHETHER THE PISTON MUST BE SIX.

The bidder asked whether the engine design must it be In- line cylinder and whether it must be 6 cylinder as there is engine design with 5 cylinders and they still deliver the same power output.

The clarification was that, one is also allowed to deliver engine design with 5 cylinders as long as the prime power output is 300KVA

MIN NO.5 ON TOOL LIST ITEM 13- VALVE SEAT EXTRACTOR KIT

The chair clarified that the bidders are free provide the hydraulic or the Manuel Valve seat Extractor kit. Hydraulic valve is preferred though.

MIN NO.6 COMPLETION PERIOD

The chair clarified that, the bidders are allowed by the tender document to submit their delivery work program but the period must be realistic.

MIN NO.7 DOWNLOADING OF TENDER DOCUMENT FROM COMPANY WEBSITE

Chairman informed the bidders that downloading tender document from website is free of charge and no fee is charged.

MIN NO. 8 - GENERAL REQUIREMENTS AND COMPLIANCE WITH THE TENDER DOCUMENT

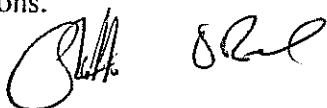
The tender requirements were clearly outlined as per tender document. The Chairman stressed the need for the bidders to clearly read all instructions on the document and the need to be totally responsive. It was also stated that when submitting their bids, the bidders should ensure that all the required documents such as equipment test reports, design drawings and sketches, catalogues etc. are always attached as they form part of evaluation data.

The bidders were requested to be very keen on other requirements and should be guided by the provided checklist when submitting their bids.

MIN NO. 9 - TENDER EVALUATION PROCESS

The Chairman stressed the point of submission of tender which is supposed to be in ONE envelope tender system .i.e. Technical and Financial should be bound in one envelope.

The Chairman explained to the bidders how the evaluation process is carried out so as to acquaint bidders present with the process. It was stated that the evaluation process is carried out by a team of Kenya Power technical personnel and professionals appointed by the MD & CEO, not by an individual. The process starts with preliminary evaluation in which items such as bid bond (amount and validity etc.), no of copies as well as other requirements outlined in the checklist and evaluation criteria are confirmed to have been submitted. This is followed by the technical evaluation in which the bidder's conformance with the Kenya power Technical requirements is thoroughly scrutinized. At this stage, the Chairman stressed the need of attaching all the required documents as a proof of their offered equipment's conformance with required specifications.





Technical evaluation process is followed by the financial evaluation process. This is then followed by tender award (to the most responsive/lowest evaluated bidder) and contract signing.

MIN NO.10 THE SITE VISIT

The chairman also clarified that the site visit was not mandatory and was not included on evaluation criteria. However, the bidders were advised to consider visiting all the stations to familiarize themselves with the logistical issues involved as this will guide them in preparation of their bids.

MIN NO.11 PRICES INCLUSIVENESS

The quoted prices by the bidders during tendering must be inclusive of all requirements in the tender document since total price quoted shall be assumed to cover everything as per the tender document.

MIN NO.12 THE CURRENCIES TO BE USED

The chairman clarified that the bidders are free to use their own currencies which is freely convertible to the Kenya shillings. The conversion rate used shall be the prevailing Central Bank of Kenya selling rate at the time of tender closing.

Being no other AOB the meeting ended at 11.30 am.