

**MINUTES FOR THE BIDDERS MEETING HELD AT STIMA CLUB ON FRIDAY, APRIL 10<sup>TH</sup>, 2015**

**TENDER NO KP1/9AA-2/PT/3D-1D/14-15, SUPPLY, INSTALLATION AND COMMISSIONING OF ONE 500KVA ENCLOSED DIESEL GENERATORS AT LOKICHOGGIO POWER STATIONS**

**MEMBERS PRESENT**

1. Alice Theuri - Kenya Power. (Procurement) Chairing
2. Manuel Okoth - Kenya Power (Off-grid)

**ATTENDEES PRESENT**

3. Robert Miyungi - Odd-Mac Engineering Ltd
4. Thaddeus Mogire - Greco International Ltd
5. Kevin Walela - Power Point System Ltd
6. Susan Cheng - ShanDong Kerui Petroleum Equipment Ltd
7. Kiran Kumar - Symphony
8. James Njau - RGT Ltd
9. Andrew Thuku - Jos Hansen (EA) Ltd.
10. Vincent Ominde - Atlas Copco
11. Timothy Githu - Achelis Material Handling Ltd.
12. Duncan Alugata - Gem\_CM Construction Ltd.
13. Gift Bonaya - Gem CM Construction Ltd.
14. Jaspal - Farm Machinery Ltd
15. Jackson Nyambane - Delta Trading Equipment Ltd.
16. Silas Koech - Magnate Ventures Ltd.
17. Mike D. Mwanzia - Avery (EA) Ltd.
18. Gawiar Marwaha - Kirloskar (K) Ltd.

The meeting started at 10.30am with introduction of the Kenya Power panel.

The chair as the procurement department representative, summarized on the critical standard chapters of the tender document emphasizing on the strict adherence to the submission of 3 clearly marked copies of tender documents, presentation of standard forms as shown and thorough understanding of the evaluation criteria as set out in the tender document.

The chair indicated that the Tender Security format to be strictly adhered to by the issuing bank as stipulated in the tender document.

The technical aspects of the Document especially the crucial areas were to be touched on by the user department representative from Off-Grid Department.

The following issues were discussed:-

### **MIN NO. 1 – BRIEF 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 must always be 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.

The Chair emphasized in reference to sub-clause 3.29; that the two copies of Tender documents submitted and marked as 'copy 1' and 'copy 2' should be the exact replica of the original Document. The reason stated was that after tender opening the tender document submitted marked 'Original' is secured by the legal department and the other two copies are applied during the evaluation process.

The chair reminded the attendees of the presence of the **Site Visit Form** on page 128 of the Tender document which should be duly filled and stamped at the station.

### **MIN NO.2 PRICES INCLUSIVENESS**

The quoted prices by the bidders during tendering must be inclusive of all requirements in the tender document since any omission during price schedule quoting shall be assumed to be covering all the requirements as per the tender document.

### **MIN NO.3 THE CURRENIES TO BE USED**

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

### **MIN NO.5 BRIEF ON GENERAL AND TECHNICAL SPECIFICATIONS**

The bidders were advised to visiting the station by road so as to familiarize themselves with the logistical weights involved as this will guide them in preparation of their bids.

The bidders were informed that the genset to be delivered must be new and not refurbished or otherwise as indicated in Part I (A) Diesel Gen-Set Specifications; Subclause 1.1 **Scope** Furthermore, as per SECTION X – Technical Specifications sub clause 2.3 and requirements of the Technical Evaluation sub-clause 7.2.5.2 item 5; the design of the engine should be such that each piston MUST have a separate cylinder head.

The bidders were requested to take note of **SECTION X**; sub clause 2.5.5 – **Control Functions**, and ensure that when on site they note down the details, particulars and version of the control panel AGC unit interface etc.. so as to ensure delivery of genset compatible with the control panel system on site especially with respects to interface digital communications and configuration.

The bidders were further informed to take note of the existence of two other operating gensets at the station.

The bidders were further informed of sub-clause 1.6 – **One year Maintenance under** which they should ensure they include the full contingency of maintenance/service consumable and emergency spares in their final cost as stipulated in Part C, II: **Spares** (pg. 89)

### MIN No.6 CLARIFICATIONS

#### **A) NATIONAL CONSTRUCTION AUTHORITY**

The bidders shall submit a Copy of Contractor's Certificate of Registration for the relevant category from the *(and where applicable any other relevant body the User department may deem necessary based on the nature of the work to be carried out by the contractor)*.

*In this instance the relevant category of registration is Mechanical, Electrical or Electro-mechanical engineering services.*

#### **B) JOINT VENTURES**

Bidders in joint ventures further to the brief on Section III- Instruction To Tenderers (ITT) sub-clause 3.5 Joint Venture, are hereby advised to read and understand the requirements as listed in **SECTION XII – STANDARD FORMS**, sub-section(xv) **Qualification Information** (pg123-127) which stipulates all the documents to be submitted by the individual members of Joint Venture.

#### **C) BIDS/AUTHORIZATION OR WARRANTY FROM SAME MANUFACTURER**

Section 7.1.2 the manufacture can authorize more than one bidder.

#### **D) PAYMENT TERMS**

Payment terms are strictly as stipulated in **Section IX – Special Conditions of Contract** sub-clause 8.17 Terms of Payment (pg76). No advance payment will be negotiated.

The meeting closed at 12:10 pm

CHAIRMAN



SECRETARY



