



Kenya Power

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PRE- BID CONFERENCE FOR TENDER FOR DESIGN, SUPPLY INSTALLATION, TESTING & COMMISSIONING OF IP SURVEILLANCE CCTV SYSTEM FOR ELECTRICITY HOUSE MOMBASA, NAKURU AND MBARAKI TENDER NO. KP1/5DA/PT/15/13-14 HELD AS FOLLOWS:-

- ELECTRICITY HOUSE MOMBASA ON 29TH MAY 2014 AT THE AUDITORIUM.
- MBARAKI ON 30TH MAY 2014 AT THE CONFERENCE HALL.
- ELECTRICITY HOUSE NAKURU ON 3RD JUNE 2014, AT THE DEMONSTRATION CENTRE

PRESENT

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|----------------------|---|---------------------------------------|
| 1. Nicholas Muthama | - | Projects, Administration, Nairobi |
| 2. Alice Theuri | - | Supply chain officer, Nairobi |
| 3. Peter Murunga | - | Admin officer, Administration Mombasa |
| 4. Zachary Ombati | - | Security Officer, Mombasa |
| 5. Aisha | - | IT&T, Mombasa |
| 6. Alfred | - | Safety officer, Mombasa |
| 7. Charles Nzioka | - | Admin Projects, Mombasa |
| 8. Geoffrey Bett | - | Admin Assistant, Mbaraki |
| 9. Victor | - | IT&T, Mbaraki |
| 10. Caroline Chelimo | - | Security officer, Nakuru |

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| 11. Jacinta Wamwaki | - | Supply chain officer, Nairobi |
| 12. Savia Mjomba | - | Projects, Administration, Nakuru |
| 13. Momanyi | - | Administration, Nakuru. |
| 14. Mildred | - | IT&T, Nakuru. |
| 15. Henry Njagi | - | IT&T, Nakuru. |
| 16. Faith Chebet | - | Safety, Nakuru. |
| 17. Magdalene | - | Supply chain officer, Nakuru. |

Others present as per attached appendix 1, 2 and 3.

AGENDA

Pre-bid conference for tender for supply, installation, testing and commissioning of IP CCTV for Electricity house Nakuru, Mombasa and Mbaraki Tender no.KP1/5DA/PT/15/13-14

The prospective bidders were taken through with emphasis in the following key areas.

1. Clause 3.24 Tender Security and Clause 3.25 Validity of Tenders

- The bidders were notified that as a policy issue Kenya Power has decided to adopt two types of tender security namely the bank guarantee and the letters of credit. Bidders are required to note that no other mode shall be accepted.
- Bidders were also informed about the necessity of the bid security and further explained on the reasons for its forfeiture as contained in Clause 3.24.1.
- They were further informed that the tender security should be in the format as prescribed on tender document.
- The bidders present were also advised that evaluation of the Tender Security shall be as stated on clause 7.1.1. and should be submitted together with the Technical proposal.
- Bidders were asked to note that the validity of the tender security should be 30 days beyond the validity of the tender as indicated in clause 3.24.5. i.e. 120 days.
- Bidders were asked to request their banks to confirm the authenticity of the tender security immediately after the tender opens as some banks take too long to confirm, making tender evaluation delay.

2. TENDER SUBMISSION-SECTION II

- Bidders were taken through the Tender submission checklist and reminded to use the guideline on the submission checklist when submitting their bids.
- Clause 3.27.1 on Section iii- Instructions to Tenderers talks about submission of Tender documents in Original, Copy I and Copy 2. The Copies must be a replica of the original document bound and clearly marked.
- Tender shall be submitted in one envelope.

3. BID DATA-SECTION IV(Appendix to instruction to Tenderers)

- It was clarified to Bidders that all nationals are eligible.
- Completion period was stipulated as 26 weeks.
- The mode of award was clarified as being one contract to the lowest evaluated bidder.
- It was also emphasized that bidders ensure that the manufacturer's authorization was in the format provided in the tender document.

4. TENDER EVALUATION - SECTION VII

- Bidders were taken thorough the evaluation process which is clearly distinguished in clause 7.1 to clause 7.3 and which involves three stages namely; Preliminary, Technical and Financial stages.
- Clause 7.1 gives the areas which will be scrutinized in preliminary evaluation.
- Clause 7.2 highlights areas to be checked in Technical evaluation.
- Clause 7.3 gives the process in financial evaluation.
- Each of the stages has mandatory requirements and only those who meet the minimum requirements proceeds to the next stage.

5. STANDARD FORMS

- a) Form of tender: to be in the format as in section XIII. To be dully filled, signed and stamped in the format on **page 119**.
- b) Confidential Business Questionnaire Form: To be dully filled and signed by the authorized person whose capacity must be indicated as in the attached form **page 121**
- c) Tender security Form: As described in 1 above.
- d) Declaration Form: To be dully filled and signed by the authorized person whose capacity must be indicated as in the attached form in **page 134**
- e) Pre-bid site visit Form:-Pre-bid site meeting attendance form signed and stamped by KPLC representative to be attached in the tender document on return.
- f) Manufacturers Authorization Form:-Must be filled and signed by the manufacturer on their letter heads as the attached format in **page 156**

6. NEATNESS OF THE TENDER DOCUMENT

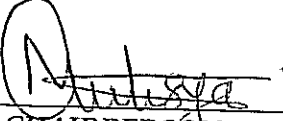
Bidders were instructed to ensure that the tender document was neat, well organized, bound, labeled and presentable.

6. OTHER ISSUES

- Schedule of requirement and bill of quantities to be adjusted and sent with the addendum to cater for changes made during the site visit namely:
 - a) Additional access control units for Control room and equipment room and the pay offices.
 - b) Additional CCTV cameras as required.
- A bidder sort clarification on whether CCTV monitoring was to be local or centralized. It was clarified that monitoring was need both locally at each station and at the central control room Stima Plaza, Nairobi. Likewise; Storage was also expected to take place both locally and at the Juja national control centre using existing storage servers.
- A bidder also requested the number and list of existing Camera product which was to be sent with the addendum.
- Bidders were also informed that they were not allowed to utilize the existing KPLC switches and that they were expected to design an independent network that was to access KPLC network only at the termination point.
- It was clarified that KPLC policy only allowed the use Cisco switches and not any other brand.
- Bidders were also allowed to use any UPS model as long as it met the technical specifications.
- Available Drawing for the buildings that was available to be issued to bidders.
- Schedule of requirement and bill of quantities to be adjusted and sent with the addendum to cater for changes made during the site visit.
- Tender closing date to be extended.

The bidders were advised that they can clarify any issues on the tender during the tender but not later than seven (7) days prior to the deadline for the submission of the tender (Clause 3.13 Instruction To Tenderers (ITT)).

SIGNED:


CHAIRPERSON


SECRETARY

NICHOLAS MUTHAMA

ALICE THEURI