

 Kenya Power	File Ref.	PRE – BID MEETING
	Date of Issue	2014
	Date of Meeting	19 th May, 2014 at 10.00 am
	Venue of Meeting	KOLOBOT RD STIMA PLAZA , AUDITORIUM ROOM
	Page No:	1 of 3
In Attendance	KPLC Staff in attendance: <ol style="list-style-type: none"> 1. Jane Muigai – Principal Supply Chain Officer 2. Ken Nthiwa-Supply Chain Officer 3. Catherine Juma- Supply Chain Officer 4. Godfrey Gathige- Chief Engineer, R \$ D Suppliers in attendance: <ol style="list-style-type: none"> 1. Those in attendance were 47 in number. 	
Agenda	Introduction of the three year frame work contract and what it entails Clarification and correction of errors in the following tenders: <ol style="list-style-type: none"> a. Tender for the New Transformer Oil. b. Tender for Prefabricated items. c. Tender for supply of stay wires. 	

NOTES OF MEETING

Item	Deliberations
01	<p><u>INTRODUCTION:</u></p> <p>The Principal Supply Chain Officer opened the meeting by giving a brief explanation on the framework contract and what it entailed, and how it would benefit KPLC.</p> <p><u>AGENDA</u></p> <p>Clarification of three year framework contract:</p> <p>It was explained that the document has been customized to take care of the framework contract with other additional information which did not feature in the normal Annual Tenders.</p> <p>The highlights were as follows:-</p> <ul style="list-style-type: none"> ➤ The Tender submission bids are still made up of stages, Financial and Non- Financial (also known as Technical) but they will be now in volume 1 and 11 respectively ➤ The closing dates and time. ➤ Where the Tenders are to be dropped. ➤ Also the type of tender e.g. if it is a National Tender then only Tenderers from Kenya are eligible. ➤ With regard to the bid security it was explained, that bid security from insurance is not acceptable by KPLC, only those that are indicated in the Tender Submission Checklist. ➤ During the framework contract the minimum quantities are firmed up for supply and

- subsequent quantities within the period will depend on KPLC's level of consumption.
- Where in the event, KPLC will require more supplies within the contract period, the contract shall be negotiated and price agreed on as per the provided formula or as guided by law.
 - In the event that need arises above the maximum then the quantity shall be increased up to 30% of the maximum quantity.
 - Bidders were notified that only a few range of items were tendered for because they were as per need
 - Award of framework contract as contained in the appendix to instructions to tenders was also explained further. The Purpose was to safe guard the company from risk of relying on one supplier.
 - Bidders were informed that the CR12 certificate is mandatory as it confirms details of the directors in the company as indicated in the business questionnaire.
 - The Evaluation Criteria remains the same i.e. the Preliminary, Technical and Financial and finally the award. The law was amended and additional bid Security from Sacco and deposit taking Microfinance Institution, Youth and Women Enterprise funds were added.
 - A bidder who wanted to know whether the tenders were a reservation but informed that the tender was open to all bidders who are located in Kenya.
 - For prefabricated items on Page 20 of the Tender Document, Clause 3:13 Subsection(d) where the bidders were expressing their inability to get four (4) names of customers of similar goods. They were notified that the clause was part of the evaluation criteria and failure to furnish the names was tantamount to their bid not being responsive.

Issues raised by Tenderers with regard to the above mentioned tenders that require to be corrected through an addendum are as follows:

- A bidder noted that on tender for prefabricated items on Page 36 was indicated as tender no KP1/9AA-2/PT/02/14-15 instead of Tender no KP1/9AA-2/PT/01/14-15.
- A supplier raised a concern that the Cover Pole Cap did not have drawings or specifications. The Engineer concerned confirmed that there were no specifications however the bidders can access the sample viewing form in the Website and view sample at Bulk Store along Isiolo Rd at Industrial Area. A brief description will be included in the addendum.
- The Tender security for prefabricated items was to be changed from Ksh.500, 000.00 to 1% and will be included in the addendum.
- For the prefabricated steel structures KPLC shall provide the Guaranteed Technical Particulars which shall appear in the addendum.

A bidder was referring to page 97 of the tender document on the aspect of the human resource experience and qualifications; wanting to know whether it was necessary to include human resource experience and qualifications. She was told that it was necessary to have these contacts since the contract was long term and it would be beneficial to know the person managing the contract.

The various forms in the tender document were highlighted which were to form part of the evaluation criteria and the emphases was made on filling them. It was also mentioned that not all of them would be relevant to all, tenderers as it was a standardized document used for all goods tenders.

The Supplier Evaluation Form which was also an important tool used for suppliers evaluation and

	<p>appraisal.</p> <p>The bidders were asked to read the document carefully and to ensure they furnish us with the relevant information as indicated in the Tender Document.</p> <p>Bidders were informed that all what was discussed in the meeting and minuted will be posted in the website and will form part of the tender.</p>

Signed
Chairman

Date: 21/05/2014

Signed:
Secretary

Date: 21st May, 2014