

PREBID MINUTES FOR TENDER NO KP1/9A.3/OT/04/19-20 : SUPPLY OF METER SEALING PLATES

DATE 29.10.2019

MIN 01: ATTENDANCE

KPLC MEMBERS PRESENT

<u>NAME</u>	<u>DEPARTMENT</u>
PETER WANYONYI	CE CUSTOMER SERVICE
ESTHER MULWA	SSCO SUPPLY CHAIN
STEPHEN NGULI	ABSENT WITH APOLOGY

BIDDERS PRESENT

<u>Name</u>	<u>Company</u>
Lilian Saka	Notable Ventures Tongaren Ltd
Lilian Saka	Harowden Company Ltd
Margaret Wangui	Synergy Power Systems
Silas Koech	Cenergy (K)
Lee Gaitiu	Kontariza Technologies
Morris Maina	Mokama Ent
Eric Mutai	Soloh Worldwide inter enterprises ltd

MIN 02: INRODUCTION

The meeting started at 10.30am with the introduction from the kplc staff and the potential bidders.

MIN03 : MATTERS FOR DISCUSSION

The meeting started with the introduction of the tender document and the reason for retendering. The company wanted to know the challenges the bidders were facing in responding to the tender. The specifications were still the same



The bidders were reminded to upload all the documents in the mandatory list under the preliminary evaluation. It had been noted that the bidders forgot to upload compulsory documents like the tax compliance, CR12 and the declaration forms. The samples submitted were far below the required quantities.

The bidders were informed that the pre-bid was necessary so that all the queries noted could be addressed to enable us get the meter sealing plates with the floated tender. Areas of importance were communicated to the bidders.

MIN 03 : QUESTIONS AND RESPONSES GIVEN

The following clarifications were made to questions the bidders asked.

- a) Should the seals be from the local manufacturers only? The tender was open and not specific to the local manufacturers only. If one was to import one needed to have the manufacturers authorisation attached. It was noted that the seals were not locally made.
- b) The market also had a variety of seals. Will it not be difficult to tell the right one? The seals that met the specifications for the tender were the ones to be accepted. The material composition of the seal plates would be measured/tested by our nondestructive equipment.
- c) Didn't the stores have the same seals that were rejected? There seal plates were supplied when we could not measure the material composition. The bidders then requested that the KPLC standards team have specifications for the seal plates that were readily available in the market.
- d) Is it possible to have the manufacturer bring a sample for acceptance before closure of tender? This was not acceptable from our end. However bidders were encouraged to liaise with the manufacturers so that they manufacture seals according to the submitted specifications or have their samples tested in accredited testing laboratories.

Some of the bidders said the manufacturers had indicated that the material composition was not utilized by manufacturers. The technical team advised that the manufacturers could make the seals with the specifications for the tender. Therefore there was a need for the bidders to have a good relationship with the manufacturers



- e) There was a concern that the seals with the specifications were not in the market. The bidders requested to have more time so that they could import the correct item. This was however rejected since the seals were light items which could be airfreighted. If there were further queries or clarifications to be made they could be written to the company so that we respond to them.
- f) Were there pictures of the seals that were not blurred and could give a true picture of the item? The meter seal plates being tendered are used for sealing KPLC meters. Similar plates can be viewed at any kplc metering point. However a clearer copy can be availed.
- g) Were the seals to be marked when submitting samples? The seals could be submitted without the marking during the sample submission as long as once one won the bid the delivered seals would be marked as per the tender requirements. They should however be clearly labeled for ease of evaluation.
- h) When uploading the document, must it be as one continuous byut subdivided document or various separate documents? To this query it didn't matter whether the upload was one continuous but clerly marked document or various uploaded documents as long as they followed the format provided in Section ii of the tender document for ease of identification. The important thing was that all the mandatory documents in the submission checklist are uploaded.
- i) The bidders were informed to submit the correct number of samples and the ISO certification should not be the expired version. It was hoped that the tender was going to sail through after the clarifications

MIN 04 CONCLUSION

There being no other business the meeting ended at 11.00.

Name

sign and Date

Peter Wanyonyi

Esther Mulwa

