



Kenya Power

TENDER NO. KP1/9A.2/OT/038/PROPERTY/19-20

PRE-QUALIFICATION FOR PHYSICAL PLANNING SERVICES

TENDER DOCUMENT

**FEBRUARY, 2020
(E-PROCUREMENT SYSTEM)**

**ALL CANDIDATES ARE ADVISED TO READ CAREFULLY THIS
TENDER DOCUMENT IN ITS ENTIRETY BEFORE MAKING ANY
BID**

THE KENYA POWER & LIGHTING COMPANY LIMITED
CENTRAL OFFICE, STIMA PLAZA,
KOLOBOT ROAD, PARKLANDS,
P.O. BOX 30099-00100,
NAIROBI,
KENYA.

Telephones: +254-020-3201000; 3644000 Pilot Lines
Telephones: +254 -720-600070/1-5/; -733-755001/2-3 Cellular
Facsimile: +254-20-3514485
Website: www.kplc.co.ke
Email 1: JOchieng@kplc.co.ke
2: JMuigai@kplc.co.ke
3: BKerecha@kplc.co.ke
4: RKisiangani@kplc.co.ke

TABLE OF CONTENTS

SECTION I - INVITATION FOR PREQUALIFICATION	3
(PHYSICAL PLANNING SERVICES).....	3
SECTION II - TENDER SUBMISSION CHECKLIST	4
SECTION III - INSTRUCTIONS TO TENDERERS.....	6
SECTION IV – DETAILED DESCRIPTION OF REQUIREMENTS.....	17
SECTION V - CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM.....	18
SECTION VI – EVALUATION CRITERIA.....	20
SECTION VII - LETTER OF APPLICATION	23
SECTION VIII - DECLARATION FORM	24

**SECTION I - INVITATION FOR PREQUALIFICATION
(PHYSICAL PLANNING SERVICES)**

DATE: FEBRUARY, 2020

**TENDER NO. KP1/9A.2/OT/038/PROPERTY/19-20 -PREQUALIFICATION
FOR PHYSICAL PLANNING SERVICES**

- 1.1 The Kenya Power & Lighting Company Ltd (KPLC) intends to pre-qualify eligible Candidates for **PROVISION OF PHYSICAL PLANNING SERVICES**. Interested eligible Candidates may obtain further information from the **General Manager, Supply Chain**, Kenya Power & Lighting Company Ltd at Stima Plaza, 3rd Floor, Kolobot Road, P.O. Box 30099 – 00100 Nairobi, Kenya.
- 1.2 **Obtaining Tender Documents**
Tender documents detailing the requirements may be viewed at the KPLC E-procurement Web Portal found on the KPLC website (www.kplc.co.ke) beginning on **Tuesday 4th February, 2020**. Registration and submission is online. No manual submission will be accepted.
- 1.3 Prospective bidders may also download the tender document from KPLC website (www.kplc.co.ke) free of charge.
- 1.4 **Submission of Tender Documents**
Completed Tenders are to be saved as PDF documents marked **PRE-QUALIFICATION TENDER NO. KP1/9A.2/OT/038/PROPERTY/19-20 FOR PHYSICAL PLANNING SERVICES** and submitted in the KPLC E-Procurement Web portal found on the KPLC website (www.kplc.co.ke) so as to be received on or before **Wednesday,26th February,2020 at 10.00am**.
- 1.5 **Opening of submitted Tenders**
Tenders will be opened electronically promptly thereafter in the presence of the tenderers or their representatives who choose to attend in the KPLC auditorium at Stima plaza, Kolobot road, Parklands Nairobi.
- 1.6 **Pre-bid Meeting**
There will be a pre-bid meeting on **Tuesday 11th February, 2020 at Stima Plaza auditorium at 10.00am**.

SECTION II - TENDER SUBMISSION CHECKLIST

This order and arrangement shall be considered as the Tender Format. Tenderers shall tick against each item indicating that they have provided it.

No.	Item	Tick Where Provided
1	Letter of Application.	
2	Confidential Business Questionnaire (CBQ)	
3	Declaration Form	
4	Copy of PIN Certificate	
5	Copy of VAT Registration Certificate	
6	Copy of Company or Firm's Registration Certificate	
7	Certificate of Confirmation of Directors and Shareholding (C.R. 12)	
8	Names with full contact as well as physical addresses of four (4) previous customers provided with similar services (where applicable)	
9	Names and proof of professional qualifications of staff (where applicable)	
10	<p>Financial Statements. The audited financial statements required must be those that are reported within eighteen (18) calendar months of the date of the prequalification document.</p> <p>(For companies or firms that are registered or incorporated within the last one calendar year of the Date of the Prequalification Document, they should submit certified copies of bank statements covering a period of at least six months prior to the date of the prequalification document. The copies should be certified by the Bank issuing the statements. The certification should be original).</p> <p>OR</p> <p>Certified copies of bank statements covering a period of at least six months prior to the date of the prequalification document.</p>	
11	Any other document or item required by the Prequalification Document. (The Tenderer shall specify such other documents or items it has submitted)	
12	<i>Copy of valid Practicing Certificate/ Licence from Physical Planners Registration Board</i>	

TABLE OF PARAGRAPHS ON INSTRUCTIONS TO TENDERERS

Paragraph No.	Headings
3.1	Definitions
3.2	Eligibility of prequalification
3.3	Post Qualification
3.4	Fresh Pre-qualification
3.5	Cost of Tendering
3.6	Contents of Prequalification Documents
3.7	Clarification of Documents
3.8	Amendment of Documents
3.9	Language of Tender
3.10	Documents Comprising the Tender
3.11	Letter of Application
3.12	Candidate's Eligibility and Qualifications
3.13	Validity of Tenders
3.14	Number of Sets of and Tender Format
3.15	Preparation and Signing of the Tender
3.16	Sealing and Outer Marking of Tenders
3.17	Deadline for Submission of Tender
3.18	Modification and Withdrawal of Tenders
3.19	Opening of Tenders
3.20	Clarification of Tenders
3.21	Inspection
3.22	Tenders Evaluation
3.23	Process to be Confidential
3.24	Minor Deviations, Errors or Oversights
3.25	Tender Evaluation Period
3.26	Debarment of a Candidate
3.27	Confirmation of Qualification for Appointment on the Standing List
3.28	Approval of Pre-qualification
3.29	Termination of Procurement Proceedings
3.30	Notification of Appointment
3.31	Acceptance of Pre-qualification
3.32	Corrupt or Fraudulent Practices

SECTION III - INSTRUCTIONS TO TENDERERS

3.1 Definitions

In this tender, unless the context or express provision otherwise requires: -

- a) *Any reference to any Act shall include any statutory extension, amendment, modification, re-amendment or replacement of such Act and any rule, regulation or order made there-under.*
- b) *“Date of Tender Document” shall begin with the first day and end on the last day of the month appearing on the cover page of the Prequalification document.*
- c) *“Day” means calendar day and “month” means calendar month.*
- d) *“PPOA” wherever appearing means The Public Procurement Oversight Authority or its successor(s) and assign(s) where the context so admits.*
- f) *Reference to “the tender” or the “Tender Document” or the Pre-qualification tender document” includes its appendices and documents mentioned hereunder and any reference to this tender or to any other document includes a reference to the other document as varied supplemented and/or replaced in any manner from time to time.*
- g) *“The Procuring Entity” means The Kenya Power and Lighting Company Limited or its successor(s) and assign(s) where the context so admits (hereinafter abbreviated as KPLC).*
- h) *“The Candidate” means the person(s) submitting its application for the pre-qualification for the supply, installation and commissioning (where applicable) of the goods, equipment and ancillary services in response to the Invitation for Pre-qualification.*
- i) *Where there are two or more persons included in the expression the “Candidate”, any act of default or omission by the Candidate shall be deemed to be an act, default or omission by any one or more of such persons.*
- j) *Words importing the masculine gender only, include the feminine gender or (as the case may be) the neutral gender.*
- k) *Words importing the singular number only include the plural number and vice-versa and where there are two or more persons included in the expression the “Candidate” the covenants, agreements and obligations expressed to be made or performed by the Candidate shall be deemed to be made or performed by such persons jointly and severally.*

3.2 Eligibility for Pre-Qualification

- 3.2.1 This Invitation to Prequalify is open to all Candidates eligible as described in the Appendix to Instructions to Candidates.
- 3.2.2 KPLC's employees, committee members, board members and their relatives (spouse(s) and children) are not eligible to participate in the tender.
- 3.2.3 Candidates shall provide the qualification information statement that the Candidate (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which may be or have been engaged by KPLC to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under the ensuing tender.
- 3.2.4 Candidates shall not be under a declaration of ineligibility for corrupt and fraudulent practices.
- 3.2.5 Tenderers shall not be under declarations as prescribed at Section VIII.

3.3 Post – Qualification

- 3.3.1 KPLC will from time to time issue tenders for the provision of physical planning services.
- 3.3.2 Only successful identified pre-qualified candidates who are in KPLC's Standing List may be invited to tender for future provision of physical planning services.
- 3.3.3 The tenders for future contracts to be issued will be over a period as prescribed in the Appendix to Instructions to Candidates from the date of appointment or as otherwise may be extended. After this period KPLC may conduct another pre-qualification for provision physical planning services.

3.4 Fresh Pre-Qualification

- 3.4.1 At the end of the pre-qualification period, KPLC may conduct another pre-qualification process at which the existing Standing List will automatically expire.
- 3.4.2 At the fresh pre-qualification, all pre-qualified candidates in the Standing List shall be required to re-apply if they so wish to be in the new Standing List.

3.5 Cost of Tendering

- 3.5.1 The Candidate shall bear all costs associated with the preparation and submission of its Tender, and KPLC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 3.5.2 The Prequalification Document shall be free of charge.

3.6 Contents of the Prequalification Document

3.6.1 The Prequalification Document comprises the documents listed below and Addendum (where applicable) issued in accordance with clause 3.7 of these Instructions to Candidates: -

- a) *Invitation for Prequalification*
- b) *Tender Submission Checklist*
- c) *Instructions to Candidates*
- d) *Appendix to Instructions to Candidates*
- e) *Description of services for pre-qualification.*
- f) *Summary of the Evaluation Process*
- g) *Confidential Business Questionnaire Form*
- h) *Notification of pre-qualification.*
- i) *Technical Specifications*
 - (i) *General Requirements*
 - (ii.) *Detailed Technical Specifications.*

3.6.2 The Candidate is expected to examine all instructions, forms, provisions, terms and specifications in the Prequalification Document. Failure to furnish all information required by the Prequalification Document or to submit a tender not substantially responsive to the Prequalification Document in every respect will be at the Candidate's risk and shall result in the rejection of its Tender.

3.7 Clarification of Documents

3.7.1 A prospective Candidate requiring any clarification of the Prequalification Document may notify the Procurement Manager in writing or by post at KPLC's address indicated in the Invitation for Prequalification. KPLC will respond in writing to any request for clarification of the Prequalification documents, which it receives not later than seven (7) days prior to the deadline for the submission of Tenders, prescribed by KPLC. Written copies of KPLC's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Candidates that have duly received the Tender Document.

3.7.2 KPLC shall reply to any clarifications sought by the Candidate within three (3) days of receiving the request to enable the Candidate make timely submission of its Tender.

3.7.3 If a prospective Candidate sends an inquiry after the stated days or the inquiry is received by KPLC after the stated days, KPLC shall have the option of responding to the inquiry and extension of the date of submission of tenders or ignoring it.

3.8 Amendment of Documents

- 3.8.1 At any time prior to the deadline for submission of Tenders, KPLC, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Candidate, may modify the tender documents by amendment.
- 3.8.2 All prospective Candidates that have received the Prequalification documents will be notified of the amendment(s) (hereinafter referred to or otherwise known as addendum) in writing and will be binding on them.
- 3.8.3 In order to allow prospective Candidates reasonable time in which to take the amendment into account in preparing their Tenders, KPLC, at its discretion, may extend the deadline for the submission of Tenders.

3.9 Language of Tender

The Tender prepared by the Candidate, as well as all correspondence and documents relating to the tender, exchanged between the Candidate and KPLC, shall be written in English language, provided that any printed literature furnished by the Candidate may be written in another language provide they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the Tender, the English translation shall govern. The English translation shall be on the Candidate's letterhead and shall be signed by the duly authorized signatory signing the Tender and stamped with the Candidate's stamp.

3.10 Documents Comprising the Tender

The Tender prepared and submitted by the tenderers shall include but not be limited to all the following components: -

- a) *Documentary evidence established in accordance with paragraph 3.13 that the tenderer is eligible and qualified to tender.*

3.11 Letter of Application

The Candidate shall complete the Letter of Application and all other documents furnished in the Prequalification Document attaching all documents required noting to include originals where necessary. The Candidate should also indicate the items they can tender for and their country of origin if pre-qualified, amongst other information required.

3.12 Candidate's Eligibility and Qualifications

3.12.1 This invitation is open to all Tenderers eligible as described in the Bid sheet. Successful Tenderer shall be pre-qualified in accordance with this tender and ensuing contract.

3.12.2 The documentary evidence of the Candidate's eligibility to tender shall establish to KPLC's satisfaction that the Candidate, at the time of submission of its Tender, is eligible Candidate as defined under paragraph 3.2.

3.12.3 The documentary evidence of the Candidate's qualifications to be pre-qualified if its Tender is accepted shall be established to KPLC's satisfaction –

a) where applicable, that the Candidate has the technical capability necessary to carry out auctioneering services upon pre-qualification.

3.13 Validity of Tenders

3.13.1 Tenders shall remain valid for a period of one hundred and eighty (180) days after the date of tender opening as specified in the Invitation for Pre-qualification or as otherwise may be prescribed by KPLC, pursuant to paragraph 3.23. A Tender that is valid for a shorter period shall be rejected by KPLC as non-responsive.

3.13.2 In exceptional circumstances, KPLC may extend the Tender validity period. The extension shall be made in writing. A Candidate shall not be required nor permitted to modify its tender during the extended period.

3.14.3 The Tender shall be bound and divided clearly in descending order as listed in the Tender Submission Checklist. The divisions are for clear identification and marking of the respective documents or information that are serially numbered in the Checklist.

3.14.4 The order and arrangement as indicated in the Tender Submission Checklist will be considered as the Tender Format.

3.14.5 Any Tender not prepared and signed in accordance with this paragraph, may be rejected by KPLC as non-responsive, pursuant to paragraph 3.28.

3.15 Preparation and Signing of the Tender

3.15.1 The Original and the copy of the Tender shall be typed or written in indelible ink. They shall be signed by the Candidate or a person or persons duly authorized to bind the Candidate.

3.15.2 The authorization shall be indicated by a written Power of Attorney granted by the Tenderer to the authorized person before any of the following persons: -

a) For local Tenderers, a Commissioner of Oaths or a Notary Public or a Magistrate of the Kenyan Judiciary.

b) For foreign Tenderers, a Notary Public in the country of the Tenderer.

In either case above, the Power of Attorney shall accompany the Tender.

- 3.15.3 All pages of the Tender, including un-amended printed literature, shall be initialed by the person or persons signing the Tender and serially numbered.
- 3.15.4 The Tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the Candidate, in which case such corrections shall be initialed by the person or persons signing the Tender.
- 3.15.5 KPLC will assume no responsibility whatsoever for the Candidate's failure to comply with or observe the entire contents of this paragraph 3.21.
- 3.15.6 Any Tender not prepared and signed in accordance with this paragraph may be rejected by KPLC as non-responsive, pursuant to paragraph 3.28.

3.17 Deadline for Submission of Tenders

- 3.17.1 Tenders must be received by KPLC by the time and at the place specified in the Invitation for Prequalification.
- 3.17.2 KPLC may, at its discretion, extend this deadline for submission of Tenders by amending the pre-qualification documents in accordance with paragraph 3.7, in which case all rights and obligations of KPLC and the Candidate's previously subject to the initial deadline, will therefore be subject to the deadline as extended.

3.18 Modification and Withdrawal of Tenders

- 3.18.1 The Candidate may modify or withdraw its Tender after it has submitted it, if written notice of the modification, including substitution or withdrawal of the Tender is received by KPLC prior to the deadline prescribed for submission of tenders.
- 3.18.2 The Candidate's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraphs 3.19, 3.20 and 3.21. A withdrawal notice may also be sent by facsimile, electronic mail, cable or telex but followed by an original signed confirmation copy, postmarked not later than the deadline for submission of Tenders.
- 3.18.3 No Tender may be modified after the deadline for submission of Tenders.

3.19 Opening of Tenders

- 3.19.1 KPLC shall open all Tenders promptly at the date and time specified in the KPLC TENDERING PORTAL and the location specified in the Invitation for Prequalification or as may otherwise be indicated. The Candidates or their representatives may attend the opening and those present shall sign a register evidencing their attendance.
- 3.19.2 The Candidate's names, tender modifications or withdrawals and such other details as KPLC, at its discretion, may consider appropriate, will be announced at the opening.
- 3.19.3 KPLC will prepare Minutes of the tender opening.

3.20 Clarification of Tenders

- 3.20.1 To assist in the examination, evaluation and comparison of Tenders KPLC may, at its discretion, ask the Candidate for a clarification of its Tender. The request for clarification and the response shall be in writing, and no change in the substance of the Tender shall be sought, offered, or permitted.
- 3.20.2 Failure to provide timely clarification or substantiation of the information that is essential for effective evaluation of the Candidate's qualifications shall result in the Candidate's disqualification.

3.21 Inspection

- 3.21.1 KPLC or its representative(s) shall have the right to inspect the Candidate's capacity, equipment, premises, and to confirm their conformity to the pre-qualification requirements. This shall include the quality management system. KPLC's representative(s) retained for these purposes shall provide appropriate identification at the time of such inspection.
- 3.21.2 KPLC shall meet its own costs of the inspection. Where conducted on the premises of the Candidate(s), all reasonable facilities and assistance, shall be furnished to the inspectors at no charge to KPLC.
- 3.21.3 Inspection Report shall be completed upon conclusion of the inspection. This Report will be considered at time of evaluation and or approval as pre-qualified.

3.22 Tender Evaluation

- 3.22.1 KPLC will determine the responsiveness of each Tender. For purposes of this pre-qualification, a responsive Tender is one that conforms to all the requirements of the Evaluation. KPLC's determination of a Tender's responsiveness is to be based on the contents of the Tender itself without recourse to extrinsic evidence.
- 3.22.3 If a Tender is not responsive, it will be rejected at the earliest stage of evaluation by KPLC and can not subsequently be made responsive by the Candidate by correction of any non-conformity.
- 3.22.4 Pre-qualification will be based on meeting the requirements to pass in the criteria set out in the Summary of Evaluation Process.

3.23 Process to be Confidential

- 3.23.1 After the opening of tenders, information relating to the examination, clarification, evaluation and comparisons of tenders and recommendations arising there-from shall not be disclosed to a Candidate or other person(s) not officially concerned with such process until conclusion of that process.
- 3.23.2 Any effort by a Candidate to influence KPLC or any of its staff members in the process of examination, evaluation and comparison of tenders and information or

decisions concerning award of Contract may result in the rejection of the Candidate's tender.

3.24 Minor Deviations, Errors or Oversights

3.24.1 KPLC may waive any minor deviation in a Tender that does not materially depart from the requirements set out in the Tender Document.

3.24.3 KPLC may waive errors and oversights that can be corrected without affecting the substance of the Tender.

3.25 Tender Evaluation Period

The tender evaluation committee shall evaluate the tender within the validity period of the tender.

3.26 Debarment of a Candidate

A Candidate who gives false information in the Tender about its eligibility or qualification shall be considered for debarment from participating in future public procurement.

3.27 Confirmation of Qualification for Appointment on the Standing List

3.27.1 KPLC may confirm to its satisfaction whether the Candidate that is identified is qualified for appointment.

3.27.2 The confirmation will take into account the Candidate's technical capabilities. It will be based upon an examination of the documentary evidence of the Candidate's qualifications submitted by the Candidate, pursuant to paragraph 3.13 as well as confirmation of such other information as KPLC deems necessary and appropriate. This may include office inspection and audits.

3.27.3 An affirmative confirmation will be a prerequisite for appointment to the Standing List. A negative confirmation will result in rejection of the Candidate's tender.

3.28 Approval of Pre-qualification

3.28.1 The approval of pre-qualification will be either pass or fail regarding the Candidate's general and particular experience, capabilities and financial position as demonstrated by the Candidate's response to this Tender and inspection when conducted.

3.28.2 Approval shall be for all Candidates who meet the prequalification requirements as prescribed in the Appendix to Instructions to Candidates.

3.28.3 KPLC shall invite tenders as and when it requires from only the Candidates who have been pre-qualified, subject to applicable thresholds.

3.29 Termination of Procurement Proceedings

- 3.29.1 KPLC may at any time terminate prequalification proceedings before approval and shall not be liable to any person for the termination.
- 3.29.2 KPLC shall give prompt notice of the termination to the Candidates and, on request from any Candidate, give its reasons for termination within fourteen (14) days of such request.

3.30 Notification of Appointment

- 3.30.1 Prior to the expiration of the period of tender validity, KPLC shall notify the successful Candidate(s) in writing that its Tender has been approved.
- 3.30.2 The notification of appointment shall not constitute the formation of the contract.
- 3.30.3 Simultaneously, on issuance of Notification of Appointment to the successful Candidate(s), KPLC shall notify each unsuccessful Candidate.

3.31 Acceptance of Pre-qualification

- 3.31.1 At the same time as KPLC notifies the approved Candidate that its Tender has been approved, KPLC will send the Candidate a copy of the Notification of Appointment together with any other necessary documents incorporating all agreements between the Parties.
- 3.31.2 Within Seven (7) days of the date of notification of appointment, the successful Candidate(s) shall sign and stamp (where applicable) the copy of notification of appointment and all other documents, if any, and return them to KPLC.
- 3.31.3 Failure of the successful Candidate(s) to sign and return the copy of the Notification of Appointment, the Appointment shall stand nullified.

3.32 Corrupt or Fraudulent Practices

- 3.32.1 KPLC requires that Candidates observe the highest standard of ethics during the procurement process and execution of contracts. When used in the present regulations, the following terms are defined as follows: -
 - a) *“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of public official in the procurement process or in contract execution;*
 - b) *“Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of KPLC, and includes collusive practice among Candidates (prior to or after Tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive KPLC of the benefits of free and open competition.*
- 3.32.2 KPLC will reject a tender if it determines that the Candidate recommended for approval has engaged in corrupt or fraudulent practices in competing for the pre-qualification.

3.32.3 Further, a Candidate who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

APPENDIX TO INSTRUCTIONS TO TENDERERS

The following information regarding the particulars of the tender shall complement and or amend the provisions of the Instructions to Candidates *hereinafter abbreviated as ITT*. Wherever there is a conflict between the provisions of the ITT and the Appendix, the provisions of the Appendix herein shall prevail over those of the ITT.

No.	ITT Reference Clause	Particulars of Appendix
1.	3.2.1 Eligible Candidates	<i>Locally registered companies</i>
2.	3.9 (b) Documentary evidence of Candidate's eligibility to qualify	<ul style="list-style-type: none"> • <i>Copy of Company or Firm's Registration Certificate</i> • <i>Copy of PIN certificate.</i> • <i>VAT Certificate of registration</i> • <i>Copy of valid Practicing Certificate from Physical Planners Registration Board</i> • <i>Copy of CR12</i>
3.	3.13.3 (b) Documentary evidence of financial capability	<p><i>The audited financial statements required must be those that are reported within eighteen (18) calendar months to the date of the tender document.</i></p> <p><i>Companies or firms that are registered or incorporated within the last one calendar year of the Date of the Tender Document should submit certified copies of bank statements covering a period of at least six months prior to the date of the tender document. The copies should be certified by the Bank issuing the statements. The certification should be original).</i></p>

SECTION IV – DETAILED DESCRIPTION OF REQUIREMENTS

SERVICES REQUIRED

PREQUALIFICATION OF PHYSICAL PLANNING SERVICES

Category	Description
1.1	Provision of physical planning services such as:
	<ul style="list-style-type: none">✓ Titling and registration of company land.✓ Carrying out change of users/Extension of users✓ Renewal of leases✓ Extension of Leases✓ Amalgamation✓ Subdivision✓ Preparation of part development plans/site plans for company sites✓ Provision of expert opinion and advise on physical planning issues✓ Undertaking due diligence on KPLC land.

SECTION V - CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

All physical planning firms are requested to give the particulars indicated in Part 1 and either Part 2 (a) or 2 (b), whichever applies to your type of business. You are advised that it is a serious offence to give false information on this form.

Part 1 – General

Business Name.....

Location of business premises.....

Plot No.Street/ Road

Postal Address Postal Code

Tel No.....

Facsimile.....

Mobile and/ or CDMA No.....

E-mail:.....

Nature of your business

Registration Certificate No.....

Name of your BankersBranch... ..

*Names of Physical planning firm’s contact person(s)

Designation/ capacity of the Physical planning firm’s contact person(s)
.....

Address, Tel, Fax and E-mail of the Physical planning firm’s contact person(s)
.....
.....

Part 2 (a) Sole Proprietor

Your name in full

Part 2 (b) Partnership

Give details of partners as follows: -

Names	Shares
1.....
2.....
3.....
4.....
5.....

Name of duly authorized person to sign for and on behalf of the Physical planning firm
.....

Capacity of the duly authorized person.....

Signature of the duly authorized person.....

NOTES TO THE PHYSICAL PLANNING FIRMS ON THE QUESTIONNAIRE

1. *The address and contact person of the physical planning firm provided above shall at all times be used for purposes of this tender.*
2. *The details on this Form are essential and compulsory for all physical planning firms. **Failure to provide all the information requested may lead to the physical planning firm’s disqualification.***

SECTION VI – EVALUATION CRITERIA

The Kenya Power & Lighting Company Ltd (KPLC) shall apply the following criteria in the prequalification for the duly completed forms and submission of all documents as stated herein.

A) MANDATORY REQUIREMENTS

- i. Copies of valid Tax Compliance Certificate.
- ii. Copy of PIN Certificate
- iii. Copy of Certificate of Registration/Incorporation
- iv. Two (2) years Audited Account **OR** Bank Statement for six months up to the date of this prequalification tender.
- v. A detailed Company Profile.
- vi. Particulars of all directors of the firm(CR12)
- vii. Registration and membership: Provide evidence of registration with the relevant professional body.
- viii. Annual practicing license of all the directors/partners

N/B: ALL BIDDERS MUST MEET ALL THE MANDATORY REQUIREMENTS TO PROCEED TO NEXT STAGE OF EVALUATION

B) TECHNICAL REQUIREMENTS

11.1 Physical Presence and Networking

Maximum awardable marks are **7** broken down as per the table below.

Sr. No.	Criteria	Maximum Score	Score attained
1.	Office: Evidence of physical location of office (Attach proof e.g. Lease agreement or any other proof of occupancy)	7 Marks	

11.2 Evidence of past performance in the Last Five Years

Maximum awardable marks are **16** broken down as per the table below.

Sr. No.	Criteria	Maximum Score	Score attained
1.	<p>List of reputable clients & recommendation letters</p> <p>a) Evidence of past performance for four past/current clients for similar services.</p> <p>b) Recommendation letters from at least</p>	<p>a) 8 Marks broken down into 2 marks for each letter.</p> <p>b) 8 Marks</p>	

	four reputable clients.	broken down into 2 marks for each letter.	
--	-------------------------	---	--

11.3 Partner's Appropriate Qualification, Experience and Degree of Responsibility

Maximum awardable marks are 16 broken down as per the table below.

Sr. No.	Criteria	Maximum Score	Score attained
1.	Years of professional experience of principal directors/partner - 5 years and over (attach proof)	10 Marks – 2 marks for every year from the 5 th year.	
2	Length of experience of the company – two years and above	6 Marks – 2 for each year from the second year	

11.4 Capacity of the firm, Facilities, Systems & Adequacy of Support Staff

Maximum awardable marks are 61 broken down as per the table below.

Sr. No.	Criteria	Maximum Score	Score attained
1.	Technical staff: Attach CVs of three persons (other than the directors) performing these roles, clearly stating their qualifications evidenced by academic certificates, experience and duration of service with your firm.	25 Marks	
2	Work space: Provide evidence of possession of facilities e.g. Modern computer and IT systems etc. for efficient performance of the work	20 Marks	
3	Demonstrate ownership or lease of transport equipment e.g. vehicles for a period of not less two years. Not less than two (2) vehicles. (Give evidence such as Logbook or Lease agreement).	16 Marks	

All bidders that meet the cut off score shall be considered. Cut off Point 70%marks

NOTES ON EVALUATION PROCESS: -

1. Candidates who meet the cut off points will be subjected to a site physical due diligence before award is given.
2. Audited financial statements required must be those that are reported within twenty-four (24) calendar months to the date of the prequalification document.
(For companies or firms that are registered or incorporated within the last one calendar year of the Date of the Prequalification Document, they should submit certified copies of bank statements covering a period of at least six months prior to the date of the prequalification document. The copies should be certified by the Bank issuing the statements. The certification should be original). **OR** Certified copies of bank statements covering a period of at least six months prior to the date of the prequalification document.

SECTION VII - LETTER OF APPLICATION

Date: Tender No.

To:

The Kenya Power & Lighting Company Limited,
Stima Plaza,
Kolobot Road, Parklands,
P.O Box 30099 – 00100,
Nairobi, Kenya.

Ladies and Gentlemen,

1. Having read, examined and understood all the pre-qualification information provided in the Prequalification Document, the receipt of which is hereby duly acknowledged, we, the undersigned Candidate, hereby apply to be prequalified by yourselves as a potential bidder for the item(s) as indicated by us in Section IV Detailed Description of Items.
2. We agree to abide by this Tender for a **period of.....days (Candidate please indicate validity of your tender)** from the date fixed for tender opening as per the Prequalification Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
3. This application, together with your written appointment thereof, shall not constitute a contract between us nor commit KPLC to any actual tender or amount of contract.
4. We understand that you are not bound to accept any application you may receive.
5. We declare that the statements made and the information provided in our prequalification tender document are complete, true, and correct in every detail.

Yours sincerely,

Name of Candidate

Name and Capacity of authorized person signing the Application

Signature of authorized person signing the Tender

Stamp or Seal of Candidate

NOTES:-

1. KPLC requires a validity period of at One hundred and eighty (180) days.
2. This form must be duly signed, stamped and/or sealed.

SECTION VIII - DECLARATION FORM

Date _____

To:

The Kenya Power & Lighting Company Limited,
P.O Box 30099 – 00100,
Stima Plaza, Kolobot Road, Parklands,
Nairobi,
KENYA.

Ladies and Gentlemen,

The Tenderer i.e. (full name and complete physical and postal address) _____
_____ declare the following: -

- a) That I/ We have not been debarred from participating in public procurement by anybody, institution or person.
- b) That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement anywhere.
- c) That I/We or any director of the firm or company is not a person within the meaning of paragraph 3.2 of ITT (Eligible Tenderers) of the Instruction to Tenderers.
- d) That I/ We are not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- e) That I/ We are not associated with any other tenderer participating in this Tender.
- f) That I/We do hereby confirm that all the information given in this tender is accurate, factual and true to the best of our knowledge.

Yours sincerely,

Name of Tenderer

Signature of duly authorized person signing the Tender

Name and Capacity of duly authorized person signing the Tender

Stamp or Seal of Tenderer