



**Kenya Pow**

<b>File Ref.</b>	<b>TENDER FOR PRE BID MEETING</b> <b>TENDER NO : KP1/9A.3/OT/02/19-20</b>
<b>Date of Meeting</b>	<b>20<sup>th</sup> 11.2019</b>
<b>Venue of Meeting</b>	<b>Stima Plaza AUDITORIUM</b>
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<b>MIN 001 -Attendance</b>	<p><b><u>NAME</u></b></p> <p>1 Joenathan Ebenezer R. 2. Mary Kalobia. 3.Walter Lusaliki 4.Esther Nganga 5.Maurice Wafula 6.Rakesh Kurma Sigh 7.Alex Kosgei 8.Eliud Muchina 9.Cindy Mwachira 10.Rorbert Gichuru</p> <p><b><u>COMPANY</u></b></p> <p>Eswari Electrical ltd .India. Sparks Investments NCBA Bank Prominence Capital Lucy Electric UK ltd Siemen ltd Siemens ltd ABB ltd BCL Co ltd International Energy technik ltd</p>															
	<p><b><u>KPLC STAFF IN ATTENDANCE</u></b></p> <table border="1"> <thead> <tr> <th><b><u>Name</u></b></th> <th><b><u>Designation</u></b></th> <th><b><u>Staff No</u></b></th> <th><b><u>Department</u></b></th> </tr> </thead> <tbody> <tr> <td>1.Martin Ngewa</td> <td>Snr Supply Chain</td> <td>A 17337</td> <td>Supply Chain</td> </tr> <tr> <td>2.Peter Gitura</td> <td>Chief Engineer</td> <td>04826</td> <td>Network Management</td> </tr> <tr> <td>3.Raphael Ndolo</td> <td>Chief Engineer</td> <td>16017</td> <td>Infrastructure Development</td> </tr> </tbody> </table>	<b><u>Name</u></b>	<b><u>Designation</u></b>	<b><u>Staff No</u></b>	<b><u>Department</u></b>	1.Martin Ngewa	Snr Supply Chain	A 17337	Supply Chain	2.Peter Gitura	Chief Engineer	04826	Network Management	3.Raphael Ndolo	Chief Engineer	16017
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<b>MIN 002 -Introduction</b>	The meeting started at 10:00am with introduction from the potential bidders and the KPLC Staff Present.															
<b>MIN 003 – Preliminary Evaluation</b>	<p>The bidders were taken through the tender submission checklist and Mandatory Requirements. They were informed that every document on the checklist was crucial and must be attached to the bid documents. A question was raised whether the attachments should be attached as one document or separately. They were informed that any format is suitable so long as they follow the format provided in the checklist or alternatively they could attach each individual documents and name them accordingly for ease of identification. The bidders were informed to adhere to the following: -</p> <ul style="list-style-type: none"> <li>➤ Tenderers were informed that the documents in the Tender submission checklist were mandatory, they were asked to arrange their documents as listed in the checklist. They were also asked to ensure that their documents are clearly labeled and to avoid uploading unnecessary documentation.</li> </ul>															

- Type test Certificates-Clause 3.15.3 clearly clarifies on type test certificate and they should be from third party lab not from manufacturers laboratory and should not be older than five years
- Bid security should be dropped at 3<sup>rd</sup> floor in the tender security box outside supply chain department, Stima plaza. It should be placed in a well labeled envelop with the tender name & number, tenderers must ensure that they retain a copy, stamped by the receptionist on 3<sup>RD</sup> floor.
- They were also asked to ensure that the CR12 (Certificate of confirmation of directors was not more twelve months old from the date of the tender.
- Tender security provided should be authentic (original) and sufficient in terms of the value. The tender securities should be from banks and not from insurance firms.
- A bidder also wanted to know if the tender security validity period is 210 days, and he was told that it should be 210 days. However as per clause 3.18.5 the tender security should be thirty (30) days beyond the validity of tender.
- Bidders were informed that Due Diligence exercise will be undertaken before award of the tender. This entails a visit to the successful bidder's factory in the case he is a first time manufacturer- trader/supplier/agent, they will be required to link us to the manufacturer to undertake the exercise.
- The abbreviations for ITT & GCC stand for Instructions to Tenderers (ITT) & General conditions of contract(GCC) as shown on the principle tender document respectively.
- The tender validity for this particular tender is 180days, a shorter validity period will be rejected by KPLC, as non – responsive as per clause 3.19.1 on pg.18 to 19.
- Tender Currency must be either in Kenya shillings or US dollars which is the universal currency or not in any other currency. The exchange rate to be used for currency conversion shall be the central bank of Kenya selling rate prevailing on the tender closing date as indicated in clause 3.12.2 on pg,14.
- Ensure that the Guaranteed Technical Particulars are attached. Failure to submit the GTP is tantamount to disqualification there can never be technical evaluation without the GTP.
- Deviation-in case there is any deviation this should be explained in writing and supporting evidence attached.
- Also sought clarification on whether the manufacturers should be the ones to provide full contacts and letters of previous customers, and were informed that it was OK.
- They were also informed that in the event that they needed further clarifications on the tender, then they could reach KPLC – Supply Chain through E-mail addresses provided on the face of the tender document.

<b>MIN 004– Technical evaluation</b>	<ul style="list-style-type: none"> <li>➤ The bidders were taken through the technical specifications. They were informed that the accreditation Certificate must be submitted from a 3<sup>rd</sup> party laboratory accredited to ISO/IEC 17025. I.e. The tenderer is required to demonstrate that the good conform to standard by evidence of type test certificates and their reports issued by a third party laboratory and not from manufacturers laboratory and should not be older than five years prior to the date of the tender. KPLC reserves the right to subject the certificates to authentication.</li> <li>➤ They were also informed the same documents shall be verified for authenticity. <ul style="list-style-type: none"> <li>➤ The bidders were informed that warranty shall remain two (2) years.</li> </ul> </li> </ul>
<b>MIN 005– payment terms</b>	A question was raised on the recommended DDP Incoterms. The bidders were informed that it shall be as per the tender.
<b>MIN 006 – Submission of Bid Documents</b>	<p>Bidders were asked to ensure that they submit their bids in time and avoid last minute rush. From the past experience that leads to being locked out.</p> <p>All request for clarifications shall be send to.</p> <p>Martin Ngewa <a href="mailto:mngewa@kplc.co.ke">mngewa@kplc.co.ke</a> and</p> <p>Jane Muigai <a href="mailto:JMuigai@kplc.co.ke">JMuigai@kplc.co.ke</a></p>
	There being no other business the meeting came to an end at 11.30am