



**MINUTES OF PRE-BID MEETING FOR TENDER FOR
PROCUREMENT OF TRANSPORTERS FOR
PROVISION OF TRANSPORTATION SERVICES
OF POLES, LOW LOADERS, CRANE AND
OTHER MACHINERY SERVICES (TENDER NO.
KP1/9A.2/OT/032/SC/24-25)**

VENUE: AUDITORIUM ON 06.03.2025

File No.

**Meeting
minutes Ref No.**

Date & Time

10.00AM

IN ATTENDANCE

KENYA POWER

- | | | |
|--------------------|---|------------------------------------|
| 1. Emmanuel Buluma | - | Ag. Chief Eng. CC |
| 2. Johnson Muttai | - | Ag. SSCO – Works & Services |
| 3. Stephen Matiri | - | Supply Chain Officer – Logistics |
| 4. Bernard Angima | - | Supply Chain Officer – WOA |
| 5. Ken Muraya | - | Attachee in Procurement |
| 6. Winfred Nyawira | - | Attachee in Procurement |
| 7. Mercy Cheptoo | - | Attachee in Procurement |
| 8. Alice Theuri | - | Supply Chain Officer - Procurement |

PROSPECTIVE BIDDERS

As per attached Appendix 1

AGENDA

1. Introduction
2. Bid Process & Preliminary Requirements
3. Technical Work Requirements
4. A. O. B.

INTRODUCTION

The main objective of the Pre-Bid meeting is to ensure that all the service providers get to learn on the tender documentation, tender pricing and general contract requirements.

Chairman:	Emmanuel Buluma	Secretary:	Alice Theuri
Sign:		Sign:	
Date:	7/3/2025	Date:	7/3/25



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OPENING REMARKS

The meeting kicked off at 10.30am with opening prayers by Alice Theuri.

The Supply Chain Officer emphasized the importance of the pre-bid meeting. The essence was to provide a better understanding of the requirements of the tender document for the prospective bidders and for them to ask questions that may assist them prepare a realistic bid, which must be within the market rate as required by law.

The bidders were reminded that any clarification sought shall be channeled through email as provided in the tender document and should be received 7 days before the tender closing date as per the law.

BRIEFINGS

The bidders were informed that the tender document is an E-Procurement open tender system, and they should ensure that they have read and understood the tender document.

The bidders were taken through the tender document and the following were addressed.

1. TENDER SUBMISSION

- (a) The bidders were reminded that this is e-procurement system and documents are to be uploaded to the portal in pdf format.
- (b) The bidders must have a domain email to access the e procurement portal.
- (c) The bidders were informed that the currency of quote should be in Kenya Shillings (Kshs.).

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(d) This is a national tender but a bidder can have Joint Venture with maximum members in the JV of 3 (three) and the local bidder shall be the lead partner.

2. TENDER VALIDITY

Bidders were required to note that validity of the tenders was 180 days from the date of tender opening and any tender valid for a shorter period shall be declared non-responsive.

Bidders were required to note that their rate should be inclusive of 0.03% Public Procurement Capacity Building levy of the rate exclusive of VAT.

Bidders should note that KTA membership is not applicable for this tender.

3. SUMMARY OF EVALUATION PROCESS

Bidders were required to note the evaluation process indicated in this section and to note that the process is divided into the following mandatory criteria i.e.-

1. Preliminary Part I –

- The bidders were taken through the preliminary evaluation, which consist of submission of documents as outlined in the preliminary evaluation.

2. Technical Evaluation Part II –

- The bidders were taken through the technical evaluation, which consisted of mandatory submission, and verification of technical requirements as outlined in the technical specifications.

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3. Financial Evaluation Part III.

The bidders were taken through the financial evaluation

6. FORMS TO BE SUBMITTED

The forms below were to be uploaded together with any other tender document requirements fully filled signed and stamped as required.

- Self-Declaration forms duly completed and signed (SD1 & SD2).
- Form of Tender complete name and business address fully completed & signed on their letter heads.
- Certificate of Independent Tender determination.
- Declaration and commitment of code of Ethics.
- Qualification forms.
 - i) Form EQU
 - ii) Form PER 1 & PER 2
 - iii) Form ELI 1.1
 - iv) Form ELI 1.2
 - v) Form CON 2
 - vi) Form FIN 3.1 – Form 3.4
 - vii) Form EXP 4.1-Form EXP 4.2 (b)

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- Confidential business questionnaire.

Bidders were notified that submission of the above forms should be strictly in the format shown in the tender document and should be uploaded together with the other documents.

TECHNICAL

- One of the bidders noted wrong tonnage in the schedule of service and this was agreed to be amended through an addendum
- The bidders were taken through the schedule of service and were informed that their rates should be competitive
- The bidders were told to consider the KENHA fee in their rates
- The bidders were informed that the service will be as and when required
- The bidders were informed about having a lease agreement for the trucks /crane they will hire

Bidders were notified that the minutes will be uploaded to the website once they are finalized.

There being no other business the meeting ended at 11.30am

Chairman: Emmanuel Buluma

Secretary: Alice Theuri

Sign:

Sign:

Date: 7/3/2025

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