



**MINUTES OF PRE-BID MEETING FOR TENDER
FOR KP1/9A.2/OT/040/ID/24-25 FOR
PROVISION OF CIVIL WORKS AT KINANIE
66/11KV SUBSTATION**

VENUE: EPZ KINANIE

File No.

**Meeting
minutes Ref No.**

Date & Time

8th April, 2025

IN ATTENDANCE

KENYA POWER

1. Eng. Emmanuel Buluma - Ag. Chief Engineer, CC
2. Eng. Dominic Mwaniki - Ag. Snr. Engineer
3. Jared Arudhi - Snr. Technician
4. Alice Theuri - Supply Chain Officer

HOST OFFICERS

1. Gilberto Omwenga – Kenya Leather Development Corporation
2. Eng.cGodfrey Mangeni - EPZA

PROSPECTIVE BIDDERS

As per attached Appendix 1

AGENDA

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

Chairman:	Eng. Dominic Mwaniki	Secretary:	Alice Theuri
Sign:		Sign:	
Date:	11.04.25	Date:	14/4/25



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INTRODUCTION

OPENING REMARKS

The meeting kicked off at 11.00am with opening prayers from a bidder and thereafter introduction from Epz representative, KPLC personnel present and prospective bidders.

Ag. Snr. Engineer Civil gave opening remarks and invited the host ie. EPZ representative to welcome prospective bidders and gave a brief on the importance of the project before welcoming the Supply Chain Officer-Procurement.

Supply Chain Officer - Procurement welcomed the bidders and emphasized the importance of the pre-bid meeting and the site visit. The essence was to better understand the requirement of the tender document and ask questions that may assist in bidders providing a realistic bid, which must be within the market rate as required by law.

The bidders were informed that the bid security is **KShs 1,000,000.00** (Kenya Shillings Two Million Shillings only with a validity of 210 days from the tender closing date and the bidders are required to use the tender security form strictly in the format

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provided in the tender document. The bid security should be strictly from the following institutions:-

- i. Local Banks
- ii. Deposit Taking Microfinance Institutions or SACCOs

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

The bidders were informed that an addendum will be done to clarify on the eligibility of the tender.

BRIEFINGS

The bidders were informed that the tender document is an E-Procurement tender opening 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 was referenced

1. TENDER SUBMISSION

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- (a) The bidders were reminded that this is e-procurement system and documents are to be uploaded to the portal in pdf format attached directly to the C folder. Links will not be accepted.
- (b) The bidders must have a domain email to access the e procurement portal.
- (c) The bidders original bid security should be dropped in a tender box located in Stima Plaza 3rd floor reception on or before tender closing date with a sealed enveloped marked the tender number and tender name only. A copy of the same should be uploaded together with the other tender documents on the portal.
- (d) The bidders were informed that the currency of quote should be in Kenya Shillings (KShs.).
- (e) 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.
- (f) The bidders were informed that there is new public procurement capacity building levy (PPBC) of 0.03% which should be included in the total bid of BOQ less VAT. This is well outlined in the summary page provided in the tender document.

2. TENDER VALIDITY

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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.

3. SUMMMARY OF EVALUATION PROCESS

Bidders were required to note the evaluation process indicated in this section and 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 mandatory 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.
- The technical evaluation had also scoring criteria which the bidder is required to attain a pass mark of 75% to proceed to financial evaluation.
- The bidders were also taken taking through the substation to understand the drawing and BOQ .

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3. Financial Evaluation Part III.

The bidders have to ensure that their bids do not have any arithmetical error since as per revised PPAD 2015 (2022) there will be no correction of arithmetic error during evaluation. The totals price in the price schedule should tally with the price on the form of tender.

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 letterheads.
- Certificate of Independent Tender determination.
- Declaration and commitment of code of Ethics.
- Completed Site visit forms for the 6 sites signed by authorized KPLC officer.
- Qualification forms.
 - i) Form EQU
 - ii) Form PER 1 & PER 2
 - iii) Form ELI 1.1

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- 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)
- Confidential business questionnaire.
 - Signed site visit forms by authorized KPLC officer

Water Supply

The contractor will make private arrangements on water supply for construction

Eligible Bidders

- Only local bidders are eligible for bidding

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 HIGHLIGHTS

Bidders were notified of the great significance of the project and the its close relationship with the ministry of livestock and the leather industries EPZ

Scope of works

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The scope of works was highlighted that it will include but not limited to the indoor board control room, 66kv metering line in and line out bays civil works, steel structure works (galvanized steel structures to specifications), Transformer platform,

Earthing will be done by bidder upon kplc supervision. bidde3r to factor in unit rates for earthing based on an assessment of a competent substation design engineer .actuals will be derived during execution after geotechnical and soil investigations

The works are being undertaken in a green field area and thus there will preliminarily works for survey, geotechnical, and bidders will be responsible for the scope

Bidders factor in the aspect of working in a controlled Area since kplc has only been given substation plot so security, access, movem, enyts many be pre-determined by host.

Steel structure manufacturers must have the requisite KEBs category certificate and all other statutory .

Environmental assessments will be a kplc obligation however enforcement will BE A joint responsibility with contractor.

Drawings and Bills of quantities

The bidders were thereafter taken through the Bill of quantiles, and it was reiterated that the drawings attached were meant for tender only and incase of clarity the document (BOQ) supersedes the drawings .pricing to be verified by registered QS to avoid undercutting.

The bidder should get equipment which are project specific when filling the EQU forms,

Method and Methodology

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The method statement should match the program. And deviation will lead to no or minimum marks. a schedule and program that does not match scope will be disqualified

Personel

The bidder to use personal with their consent to avoid complaints as the process continues. Qualification for safety officer is key.

Water supply

The contractor will make private arrangements on water supply for construction or do the availability check

Eligible Bidders

Only local bidders are eligible for bidding, the client confirmed that experience and similar works only gave added advantages but not direct qualification.

Typing of BOQs

Only embedding on the pdf is allowed to avoid distorting the document. Conversion to excel is highly discouraged. A summary page on the tender document forms part of the price schedule for evaluation

The following questions were raised and answered

Q1-Saruji Developers -there was an item on tanks and tank platform that was repetitive

Kplc reply -Noted and amended in revised BOQ

Q2-Credible -are there trial pits

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Kplc reply-design is based on trial pits done by engineers and the quantities sufficient.

Q3 -credible -Retaining wall height shows 2.5m

Kplc answer -adopt for bidding and quantities on BOQ. overall height from blinding for top. However, projection above ground to be determined during execution.

Q5-Saruji-Who shall do environmental impact?

Kplc reply-client to do the EIA and submit to contractor upon award.

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

There being no other business the meeting ended at 2.00pm

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