



EXTERNAL STAKEHOLDERS SENSITIZATION



SENSITIZATION OF DISADVANTAGED GROUPS ON HOW TO WRITE A SUCCESSFUL TENDER RESPONSE

1: INTRODUCTION AND BACKGROUND

This communication is intended to create awareness to the persons classified as disadvantaged group in accordance to Public Procurement and Asset Disposal (PPAD) Act 2015, i.e., Youth, Women & Persons with Disability on how to write a successful tender response.

Article 227 of the 2010 constitution of Kenya has set out provisions aimed at protection or advancement of the classified persons under preference and reservations scheme in the PPAD Act 2015. In that connection, The Kenya Power and Lighting Company Plc. (Kenya Power) is committed to ensuring that at least 30% of its procurement budget is reserved for the group and that the group get an updated information on available business opportunities within. However, one of the major challenges facing the group has been inability to write and launch a successful tender response.

2: WHAT IS A SUCCESSFUL TENDER IN THE EYES OF THE LAW?

According to section 86. (1) of PPAD Act 2015, the successful tender shall be the one that meets any one of the following as specified in the tender document:

- a) the tender with the lowest evaluated price;
- b) the responsive proposal with the highest score determined by the procuring entity by combining, for each proposal, in accordance with the procedures and criteria set out in the request for proposals, the scores assigned to the technical and financial proposals where Request for Proposals method is used;
- c) the tender with the lowest evaluated total cost of ownership; or
- d) the tender with the highest technical score, where a tender is to be evaluated based on procedures regulated by an Act of Parliament which provides guidelines for arriving at applicable professional charges.

The first step towards winning a tender is to write and submit a successful response.

3. TIPS FOR WRITING A SUCCESSFUL TENDER RESPONSE

No	ITEM	TIP
1	Use the templates or formats provided in the format provided without changing	Tender documents will probably include a response template that has sections for you to fill in. You are therefore required to: <ul style="list-style-type: none"> • Strictly use the provided template and keep it in the provided format • Keenly read the accompanying instructions to allow you accurately fill in the sections of the response template.
2	Structure your tender document clearly	Always keep your tender response document clear, logical and well organised. This is including but not limited to: a clear and persuasive introduction that states the purpose, rationale and central proposition of your bid.
3	Provide all relevant details	In the bid document, tenderers are instructed to attach or include certain mandatory documents / information in order to be considered, including: <ul style="list-style-type: none"> • Tender form, Bid security (where applicable), PIN certificate, Certificate of incorporation/ registration, Certificate of confirmation of firm's directors, CR12 (where applicable), tax compliant certificate, a company profile and capability statement, the price for each product or service you propose, any conditions affecting the price, delivery schedule indicating milestones or delivery dates, applicable taxes, applicable insurances, intellectual property rights (where relevant), a description of any variations you propose in meeting the conditions of the contract. Ensure all the information/ documentation is availed as required
4	Address the evaluation criteria	Closely follow the evaluation criteria in the tender request and respond accordingly. Submit the requested documents, information and specification as requested for, precisely! Make sure your proposed offer precisely meets the buyer's needs. Provide specific examples of how you meet the selection criteria rather than simply stating that you do. It is important to highlight your credentials and provide verifiable experience, as well as explaining how your approach to delivering the tender will meet the buyer's needs. Identify the requirements that are most important to the buyer and cater for this in your tender response.
5	Choose the right and referees relevant to the invitation to tender	Use referees that know your products or services very well. Make sure you get permission to use referees before including them in your response. Brief them on the highlights of the request so they can target their comments to the job specifications.
6	Proofread your tender	If possible, ask someone outside of the tender development process to read your tender response and give feedback. If several authors have contributed to different parts of the tender response, ensure that one person reads the entire tender response document for consistency.
7	Submit your tender in time	Late or incomplete tender responses are usually excluded from consideration. If you are submitting online, do not leave your tender submission until the last minute in case you have computer, internet or network issues. If your tender response is to be posted, make sure you allow time for delays. Consider using 'same day delivery' for courier services or hand-delivering your tender response (if allowed).
8	Raise Clarification Questions	Seek clarification in time bearing in mind the clarification deadline which is usually before submission deadline. It may also be helpful to read the clarifications from other bidders included in Kenya Power responses posted on its website in case someone else has asked something of note.

Note: The list is not exhaustive