



Kenya Power

MINUTES OF THE SITE VISIT & PRE-BID MEETING FOR THE PROPOSED CONSTRUCTION OF A BOUNDARY WALL AT MAMBOLEO STOCKYARD- TENDER NO: KP9/9A/OT/HRA/03/23-24 HELD ON 5TH DECEMBER 2024 AT MAMBOLEO STOCKYARD.

MEMBERS PRESENT:

1. Daniel Okumu - Ag. Regional Manager,	Chairman
2. Nancy K.Nyarige-Human Resource & Admin.Officer,	Member
3. George Ouma – Senior Supply Chain Officer	Secretary
4. Kemboi Olger – Ag. Chief Finance Officer,	Member
5. Thomas Mogoi- Building Technician,	Member
6. Brian Bulinda - HR& Admin. Intern,	Member
7. Milka Mbone –Supply Chain Officer (Logistics),	Member
8. Chrispinus Barasa –Supply Chain Officer (Procurement,	Member

The Chairman called the meeting to order at 11:20am with award of prayer from a volunteer from the bidders.

Fifty Six (56)bidders or their representatives were present from various companies and eight (8) Members of staff from KPLC attended.

AGENDA

Site visit and Pre-Bid Meeting for the proposed construction of boundary wall at Mamboleo Stock yard.



Min. (1) Site Visit

Representatives of firms interested in tendering were taken around the area to be constructed to appreciate the terrain, type of soil and length of the proposed wall so that they could quote a realistic bid which should be within the market rate as required by law.

Min. (2) Pre-Bid Meeting

The bidders were taken through the tender document and emphasis was made on the documents that bidders need to fill and submit as per the evaluation criteria.

The bidders were informed that the bid security is KShs.300,000.00 with a validity period of 210 days from the tender closing date and are required to use the tender security form strictly in the format provided in the tender document.

 08/01/2024
 08/01/2024

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 law.

1. Tender Submission

- (a) The bidders were reminded that this is strictly online in the e-procurement system and documents were to be downloaded, printed, filled in, collated, scanned and uploaded on 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 original bid security should be dropped in a tender box located on Ground Floor, next to Security Desk, Electricity House in the CBD, Kisumu on or before tender closing date in a sealed envelope marked the tender number and tender name. A copy of the same should be up loaded together with the other tender documents.
- (d) The bidders were informed that the currency is Kenya Shillings.

2. Tender Validity

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

3. Summary of Evaluation Process



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

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

The User Department also took the bidders through the technical evaluation and stressed on the following areas:-

- Technical Work Requirements

Bidders were taken through matters related to the Tender to ensure the work requirements of the procuring entity were well understood by the prospective bidders.

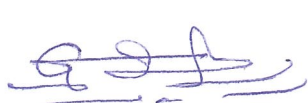
 08/01/2024
 08/01/2024.

Past experience: The recommendation letters for each project done should include full contacts as well as physical addresses of previous customer of similar works. Reference letters are required from at least four previous clients.

Previous defaulting performance should be stated if any.

The bidders were invited to ask questions on areas they needed clarification and the proceedings were as shown below:

S/No.	Bidder Question	KPLC Clarification
1.	It was observed that the works were mainly boundary construction, while the title of the Principal Tender Document (PTD) stated "boundary wall and cabro works"	It was explained that due to budget constraints, cabro works were dropped and the buying entity prioritized walling, hence the construction of the boundary wall alone as per Principal Tender Document (PTD).
2.	A bidder wanted to know the expected project duration	The project's duration was stated as 28 weeks
3.	It was asked if the construction works involved a guard house	The proposed works does not include construction of a guard house
4.	It was noted that the preliminaries were not included in the tender document	It was to be included in the Addendum to be posted on the portal
5.	Can you provide contacts for communication purposes?	Attendants were told to refer to the telephone number and email addresses provided on the cover page of the tender document.
6.	How does a bidder register with KPLC Western Kenya Region	Suppliers should log on to the Kenya Power website (www.kplc.co.ke) and refer to the "Tenders" section and navigate to the "Supplier Registration" Note: ensure email address is a company domain Kindly refer to the manual. A step-by-step guide on how to register and other user guides can be accessed on the Kenya Power website. Refer to the "Tenders" section and navigate to the "Supplier User Manual" number 5
7.	Will the site be cleared before handover by project officer	Yes, moveable materials/items near the boundary would be removed to pave way for the works.
8.	Qualifications of personnel to be engaged	The foreman/works supervisor should be a holder of a minimum of a diploma /civil engineering from a recognized institution.



08/01/2024

08/01/2024

9.	Necessary Machinery/Equipment	Necessary machinery and equipment of the works shall include concrete mixer, patching Machine, poke vibrators, compressor, excavator, Lorries among others. You may either show ownership or lease agreement.
10.	Does the wall cover the entire area?	Yes, the site forms the circumference covering the entire area including the substation
11.	A participant requested for clarification on the drawing	Clarification on The Drawing (i) Spacing of the columns is 3m Centre to Centre (ii) Lazor wire is fixed in two layers as described in the BQ (iii) The size of the intermediate column bases is 1200 x 1200mm (iv) The size of the intermediate columns is 300 x 300mm (v) The height of the wall from the ground beam is 2400mm (vi) The columns project 300mm above the super structure wall level

Relationship with the Principal Tender Document (PTD).


The meeting resolved that an addendum would be issued and posted on the portal to reflect the clarifications which were made.

Save where expressly amended by the terms of this Addendum, the PTD shall continue to be in full force and effect. The provision of the Addendum shall be deemed to have been incorporated in and shall be read and construed as part of the PTD.

There being no other business, the meeting ended at 2:30pm.

Chairman: Name Daniel Okumu Sign 

Date 08/01/2024

Secretary: Name George Ouma Sign 

Date 08/01/2024