



**MINUTES OF PRE-BID MEETING FOR TENDER NO. KP1/6A.1/PT/2/21/A76- PROCUREMENT OF DESIGN, SUPPLY, INSTALLATION AND COMMISSIONING OF STAND-ALONE SOLAR PHOTOVOLTAIC SYSTEMS WITH BATTERY ENERGY STORAGE FOR COMMUNITY FACILITIES IN TURKANA, WEST POKOT, ISIOLO, MARSABIT, SAMBURU, MANDERA, WAJIR, GARISSA, LAMU, TANA RIVER, KILIFI, KWALE, TAITA TAVETA AND NAROK COUNTIES IN KENYA WITH 7 YEARS O&M SERVICES**

**1.0 INTRODUCTION**

The meeting was called to order at 9.05 a.m. on 12<sup>th</sup> October, 2021 by the Manager, Connectivity & Turnkey projects followed by a word of prayer, self- introduction of the Kenya Power and Ministry of Energy staff present. The Manager, Connectivity & Turnkey project provided a brief description of scope of the project.

**1.1 IN ATTENDANCE FROM KENYA POWER**

1. Eng. Kennedy Owino (Manager, Connectivity & Turnkey Projects)
2. Irene Maina (Chief Wayleaves Officer)
3. Ambrose Lamaon (Chief Accountant)
4. Stella Mucheke (Ag. Chief Supply Chain Officer, Connectivity & Turnkey Projects)
5. John Kyalo (Ag. Chief Engineer)
6. Cecilia Mwatu (Project Engineer)
7. Kennedy Gachau (Project Engineer)
8. Eric Abila (Project Accountant)
9. Faith Muthoka (Civil Engineer)
10. Michael Owuor (Supply Chain Officer)
11. Lucy Karumbi (Records Officer)

**1.2 IN ATTENDANCE FROM MINISTRY OF ENERGY**

1. Eng. Richard Muiru

**1.3 PRESENT BIDDERS**

The pre-bid meeting was attended by representatives of various prospective bidders.

**1.4 PROCUREMENT MATTERS**

**The following procurement issues were highlighted based on the provisions of the issued bidding document:**

- The invitation to tender was floated on 23<sup>rd</sup> September, 2021 and the bid closing/ opening date is 9<sup>th</sup> November, 2021.

- Submission of bids shall be **Hard copies** (An original, copy 1, Copy 2 and a soft copy in a flash disk) clearly marked.
- Bid Security shall be in the form of a **Bank Guarantee**.
- Site visits are **not mandatory** but the Bidder is advised to visit and examine the site where the Plant is to be installed and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the Bid and entering into a Contract for the provision of Plant and Installation Services. The costs of visiting the site shall be at the Bidder's own expense.
- The bidders shall be required to get clearance from the county commissioner and directions of the other sites they intend to visit from the County Renewable Energy Officer with exception to the ones which KPLC has organized a site visit. (Copy of contact details for the County Renewable Energy Officers is attached as **Appendix I**).
- The implementation period of the project is **18 months** with 7 years Operations and Maintenance services.
- The language of the bid is English and documents in other languages shall be translated by recognized attorney or authorities.
- The bidding documents are available in the KPLC website.
- A bidder may bid for one or more or all lots and will be awarded the lots where they are the lowest evaluated bidder.
- Each lot shall be awarded to the lowest evaluated bidder.
- Audited accounts, Letter from bank and supporting documents showing similar experience shall be authentic.
- A due diligence shall be conducted on the bidder(s) who are awarded the various lots; on all the contracts submitted to demonstrate experience capacity and also on documentation submitted to support financial capacity.
- Insurance and security of equipment and facilities shall be responsibility of the awarded bidder for both installation and operations and Maintenance services.
- The awarded bidder(s) shall be required to make security arrangements at their own cost during the implementation period.

## **1.5 FINANCE MATTERS**

**The following financial issues were highlighted based on the provisions of the issued bidding document;**

- The currencies of the bid shall be any easily convertible currencies but no more than three foreign currencies in addition to the currency of the Employer's Country.
- Bid security (**Bank Guarantee**) must be in the format provided in the bidding document without any alteration.
- There will be no **Letter of Credit (LC)** opened for this project. If a bidder is awarded and requires a letter of Credit, KPLC may consider opening the LC on condition that the bidder bears all the costs, including opening and maintenance costs
- Tender price shall be the sum of the schedule 1(CIP),2(EXW),3, 4, 5 and 6 summarised in schedule 7- Grand summary having been filled as per clause 17.5



- Bidder must quote, for the selected lot(s), both the Supply and Installation component (Phase 1) (70%) and the related 7years O& M component (phase 2) (30%).
- The O&M contract payments will be made as follows: (i) During first four years of the O&M period, 11.5% of the contract price will be paid yearly; and (ii) 18% of the contract price shall be paid annually during the year 5 to Year 7.
- Terms of payment will be as per **"Appendix 1. Terms and procedures of payment"** attached to the contract forms in the issued tender document.
- Bidders participating in different lots shall provide separate bid securities specific to each lot.

## 1.6 **TECHNICAL MATTERS**

The set of bid documents provided in the KPLC website includes a 'KOSAP community system profiles' document which contains locational information- of the sites i.e. coordinates. Other data provided in this system profiles shall not be used for the purposes of bidding as it is outdated.

Current data on sizing is contained in volume 2 and volume 3 documents.

## 1.7 **QUESTION AND ANSWER**

| NO. | QUESTION   | KPLC RESPONSE  |
|-----|--|--|
| 1   | Is security going to be provided to the bidders for the other sites they intend to visit | For the other sites that bidders intend to visit, they are to make their own security arrangements. In each county a bidder visits, they must first report to the county commissioner to obtain clearance and liaise with the County Renewable Energy Officer to provide direction to the sites.   |
| 2.  | What is KPLC's role on imported goods  | For imported goods, KPLC will pay all taxes, duties and levies. Clearance of imported goods shall be responsibility of the awarded bidder.   |
| 3.  | Is it compulsory to visit all sites in the counties                                      | Site visits are not mandatory but Bidders are advised to visit and examine the site where the Plant is to be installed and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the Bid and entering into a Contract for the provision of Plant and Installation Services. The costs of visiting the site shall be at the Bidder's own expense |
| 4.  | Should bid securities be provided for each lot   | Bid securities shall be provided per lot   |





### **1.8 ITINERARY FOR SITE VISIT**

Site visit shall commence on Wednesday 13<sup>th</sup> October, 2021 in Garissa County. The meeting point shall be modica junction at 8:00a.m.

On Friday 15<sup>th</sup> October, 2021 there shall be a site visit in Isiolo county. The meeting point shall be 78<sup>th</sup> Batallion at 8:00a.m.

### **1.9 CLOSING REMARKS**

The Manager, Connectivity & Turnkey Projects thanked all the bidders for showing interest in the tender and attending the pre-bid meeting.

There being no other business the meeting ended at 09.55a.m.

Yours Faithfully.

**For: KENYA POWER & LIGHTING COMPANY PLC**



**Eng. KENNEDY OWINO**

**MANAGER, CONNECTIVITY & TURNKEY PROJECTS**

## APPENDIX I- CONTACTS FOR COUNTY RENEWABLE ENERGY OFFICERS

| No. | Candidate's Name          | County       | Tel        | Email Address                                   | Title               |
|-----|---------------------------|--------------|------------|---|---------------------|
| 1   | Salah Abdi Maalim         | Garissa      | 0722727012 | swaleh161@gmail.com                             | CREO                |
| 2   | Abdi Osman Guyo           | Isiolo       | 0704267955 | kotileabdi@gmail.com                            | CREO                |
| 3   | Habel Mwatata Mwarabu     | Kilifi       | 0721781223 | hmwatata07@yahoo.com                            | CREO                |
| 4   | Salama Mwafrika Mwasafari | Kwale        | 0713937849 | salamamwafrika@gmail.com                        | CREO                |
| 5   | Osman Hassan Mohamed      | Mandera      | 0722167792 | osmanhassan8@gmail.com                          | CREO                |
| 6   | Jalle Gesile Gideon       | Marsabit     | 0716894494 | jallegesile@gmail.com                           | CREO                |
| 7   | Wyclef Munene Ngure       | Samburu      | 0725678988 | ngure.wyclef@gmail.com                          | CREO                |
| 8   | Tom Sego                  | Narok        | 0720799332 | datasegotom@gmail.com                           | CREO                |
| 9   | Caleb Ewoi Nakain         | Turkana      | 0714371688 | calebewoi@gmail.com                             | CREO                |
| 10  | Fahma Yussuf Adan         | Wajir        | 0729581707 | fahmayussuf@gmail.com                           | CREO                |
| 11  | Stanley Kipchoge Sitienei | West Pokot   | 0724897996 | ssitienei32@gmail.com;<br>stansit85@yahoo.co.uk | CREO                |
| 12  | George Otula Nyangwa      | Lamu         | 0729779349 | george.otula50@gmail.com                        | CREO                |
| 13  | Jackbed Gakii Mugo        | Tana River   | 0719500739 | jacquebedg@gmail.com                            | CREO                |
| 14  | Fardosa Shariff           | Taita Taveta | 0715118121 | firdous28@yahoo.com                             | Director for Energy |