



Kenya Power

MINUTES OF PRE-BID MEETING FOR TENDER NO. KE-KPLC-417990-CW-RFB- PROCUREMENT OF DESIGN, SUPPLY, INSTALLATION AND COMMISSIONING OF STAND-ALONE SOLAR PHOTOVOLTAIC SYSTEMS WITH BATTERY ENERGY STORAGE FOR COMMUNITY FACILITIES IN TURKANA, WEST POKOT, MARSABIT, ISIOLO, SAMBURU, MANDERA, WAJIR, GARISSA, TANA RIVER, NAROK, LAMU, KILIFI AND KWALE COUNTIES IN KENYA WITH 7 YEARS O&M SERVICES

1.0 INTRODUCTION

The meeting was called to order at 10.45 a.m. on 7th May, 2024 by the Ag. Chief Supply Chain Officer, Connectivity & Turnkey projects followed by a word of prayer, self-introduction of the Kenya Power 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. Jared Biwott (Ag. Manager, Connectivity & Turnkey Projects)
2. Irene Maina (Chief Wayleaves Officer)
3. Eng. Nicholas Kiminda (Ag. Chief Engineer, Turnkey Projects)
4. Stella Mucheke (Ag. Chief Supply Chain Officer, Connectivity & Turnkey Projects)
5. Valentine Kembo (Civil Engineer)
6. Cecilia Mwatu (Project Engineer)
7. Joy Ogechi (Project Engineer)
8. Lilian Kamanja (Project Engineer)
9. Eric Abila (Project Accountant)
10. Dan Gombe (Project Engineer)
11. Michael Owuor (Supply Chain Officer)

1.2 PRESENT BIDDERS

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

1.3 PROCUREMENT MATTERS

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

- The invitation to tender was floated on 23rd April, 2024 and the bid closing/ opening date is 4th June, 2024.
- The project is divided into 2 phases: **Phase 1:** Supply & Installation, **Phase 2:** Operations and Maintenance for 7 years.
- The project is funded by World Bank and shall thus follow the World Bank Procurement guidelines.
- The project is divided into 4 clusters of 6 Lots as follows:
 - Cluster A consisting of two Lots (LOT 1&2).
 - Cluster B consisting of one Lot (LOT 3).
 - Cluster C consisting of one Lot (LOT 4).
 - Cluster D consisting of two Lots (LOT 5&6).

- Bidders have the option to bid for any one or more lots, however, a bidder can be awarded only one lot, or a maximum of two lots if the two lots are in the same cluster. The contract will be awarded to the Bidder or Bidders offering a substantially responsive Bid(s) and the most advantageous to the Employer for clusters and combined lots, subject to the selected Bidder(s) meeting the required qualification criteria for a lot or combination of lots as the case may be. A bidder will not be awarded in more than one cluster.
- Submission of bids shall be **Hard copies** (An original, copy 1, Copy 2 and a soft copy in a flash disk) clearly marked.
- The bid validity period is **180 days** from closing/ opening date.
- Bid Security shall be in the form of a **Bank Guarantee**.
- The procurement process is National Competitive Procurement guided by World Bank procurement regulations.
- Foreign bidders are allowed to participate in the tender.
- Domestic preference is not applicable.
- A site visit conducted by the Employer **shall not be** organized. Bidders are however advised to visit all the sites and familiarize themselves fully before bidding. The locational details including coordinates of the sites are provided in Volume II (Employer's Requirements, Technical Specifications and Drawings). Bidders should get in touch with KPLC to introduce them to County Renewable Energy Officers (CREOs), who will coordinate the visits to the respective facilities (Copy of contact details for the County Renewable Energy Officers is attached as **Appendix I** of these minutes).
- The bidders shall be required to get clearance from the County Commissioners of counties they intend to visit before proceeding to sites.
- The implementation period of the project is **12 months** with 7 years Operations and Maintenance services to commence after implementation.
- 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.
- For items to be procured from abroad the Incoterm is CIP and Exworks for goods to be supplied from within the country. For Goods to be supplied from abroad, the supplier shall be responsible for clearance of the equipment. However, KPLC shall make direct payment to Kenya Revenue Authority (KRA) for the cost of the following;
 - Custom Duties
 - Import Declaration Fees
 - Value Added Tax (VAT)
 - Kenya Railway Development Levy (KRDL)

The bidders shall include in their Bid the agency fees for clearing and forwarding charges for Mombasa Port, inland container depots and border points. The clearing and forwarding charges shall be included in the Price Schedule for Plant to be supplied from abroad (Schedule No1).

- 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.

1.4 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.
- Bidder must quote, for the selected lot(s), both the Supply and Installation component (Phase 1) and the related 7years O& M component (phase 2) . The O&M bid price should be at least 30% of the total bid price.
- 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 are required to bid for all facilities in a Lot they intend to participate.

1.5 ESHS MATTERS

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

- Generic Environmental and Social Management Plan (ESMP) is provided in the bidding documents.
- Forced Labor Declaration & Forced Labor Performance Declaration forms must be duly completed & signed.

1.6 TECHNICAL MATTERS

- In volume II (Employer's Requirements, Technical Specifications and Drawings), are details of scope of works for lots and sites, capacities of equipment, and technical specifications and requirements including for civil works. **Appendix 1** (Guaranteed Technical Particulars) shall be duly filled and signed by manufacturers of equipment; where there is more than one unique capacity of an equipment offered, a separate GTP is to be filled for each different capacity. **Appendix 2** (Capacity forms Tables) shall be duly filled and signed by bidders. **Appendix 3** contains locational details while **Appendix 4** has additional KPLC specifications documents.
- Equipment supplied shall be of good quality to avoid a lot of breakdown/ replacements during 7 years O&M services.
- Bidders to supply all required technical documentation including Manufacturer's Authorization and technical data sheets. The Manufacturer Authorizations should be properly addressed to KPLC.

1.7 QUESTION AND ANSWER

| NO. | QUESTION | KPLC RESPONSE |
|-----|---|---|
| 1. | What is the mode of bid submission | Submission of bids shall be Hard copies (An original, copy 1, Copy 2 and a soft copy in a flash disk) clearly marked. |
| 2. | For parties in a Joint Venture, is it acceptable for one member to meet a certain criteria and the other not | Parties in a Joint Venture shall be evaluated as partners and not individually. However, for financial capacities each member should meet at least 30%, and one member must meet at least 70% of the requirement. |
| 3. | Why is Operations and Maintenance pegged at 30% of total bid price | O&M is pegged to 30% of total bid price based on an assessment done. |
| 4. | Is Manufacturer authorization provided by a distributor allowed | This shall not be allowed |
| 5. | Experience is required for similar contracts that should include design, supply, installation and commissioning of Solar PV systems with Battery Energy Storage System. Can one provide separate experience in solar installation and separate experience in storage? | As per bidding documents, experience is required for contracts with both. |
| 6. | Some sites have existing system which are in the scope. What does this mean | For sites with existing solar systems, the capacity available may not be enough and some systems may not be functional. Bidders shall bid as per scope in the bidding document. |
| 7. | Does the scope of work include removal of already existing panels. | Bidders should bid for scope of works in the bidding document. |
| 7. | What kind of materials are needed for the structures | The materials shall be as per the specifications provided in bidding documents. |
| 8. | What battery technology will be considered? | Lithium-ion technology. |

1.8 CLOSING REMARKS

The Ag. 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 12.30p.m.

Yours Faithfully

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



Eng. JARED BIWOTT

Ag. MANAGER, CONNECTIVITY & TURNKEY PROJECTS

APPENDIX I - CONTACTS FOR COUNTY RENEWABLE ENERGY OFFICERS (CREOs)

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