

 <b>Kenya Power</b>  The Kenya Power & Lighting Co. Ltd.	<b>File Ref.</b>	Pre-bid minutes for Tender No. KP1/9A.4/OT/TPT/14/23-24 Supply of Automotive Fuel & Lubricants & Related Products Through the bidders Retail Distribution network
	<b>Date of Issue</b>	April 2024
	<b>Date of Meeting</b>	27 <sup>th</sup> March, 2024
	<b>Venue of Meeting</b>	THE TRANSPORT, RUARAKA
	<b>Page No:</b>	1 of 3
<b>Circulation</b>	KPLC Website & E- Portal	
<b>Agenda</b>	1. Introduction of Session 2. Overview of Tender Requirements by KPLC Team 3. Question and Response session in Bidding document	

<b>NOTES OF MEETING</b>	
<b>Item</b>	<b>Deliberations</b>
1.0	<p><b><u>INTRODUCTORY REMARKS</u></b></p> <p>The meeting was called to order at 10.35 a.m. with a word of prayer followed by introduction of the members present.</p> <p>The Chairperson then proceeded to introduce the agenda of the day.</p> <p>The bidders were informed that The Pre-bid meeting for the tender for Fuel &amp; Lubricants was intended to ensure that the requirements in the tender document were well understood by the bidders and any areas of the tender that required clarification were addressed.</p> <p>Bidders were advised to read the tender document in its entirety to achieve <b>compliance</b> in submission of their bid documents.</p>
2.0	<p><b><u>HIGHLIGHTS OF THE TENDER DOCUMENT</u></b></p> <p>The bidders were informed that the tender was an Electronic submission tender and was available from the KPLC's E- Portal.</p> <p>Bidders were informed that to participate in the tender they needed to register in the E-Portal under Transport business area if they were not yet registered.</p> <p>Bidders were required to note that the tender template had been reviewed. Bidders were advised to read the tender document to familiarize themselves with the new tender requirements and format.</p> <p><b>1) <u>INSTRUCTION TO TENDERERS , TENDER DATA SHEET AND EVALUATION QUALIFICATION CRITERIA</u></b></p> <p>Bidders were advised to keenly read the Instruction to tenderers, Tender Data Sheet and evaluation qualification criteria tender and understand the tender requirements to ensure compliance in submission of their bid.</p>




	<p><b>g) <u>Warranty</u></b></p> <p>Bidders were informed that the warranty required is for the entire contract period. Bidders shall be required to submit the warranty using the forms provided in the tender.</p> <p><b>3) <u>TENDER EVALUATION</u></b></p> <p>Bidders were informed that the tender will be evaluated in three stages as provided in the tender document. The Evaluation shall be done in three stages as detailed in the tender document i.e.</p> <p>a) Preliminary Evaluation b) Technical Evaluation c) Financial Evaluation</p>		
3.0	<p><b><u>QUESTION &amp; ANSWER</u></b></p> <p><b>1. <u>Question :</u></b> Can a bidder participate in Supply of Lubricants only?</p> <p><b><u>Response</u></b> Yes, The award in this case will be for bulk supply of lubricants only.</p> <p><b>2. <u>Question :</u></b></p> <p>The minimum credit period required in the tender is forty (40) days, can this be reviewed as it will affect the supplier's cashflow and may not be sustainable for business.</p> <p><b><u>Response</u></b> Yes, the tender requires a minimum credit period of forty (40) days . If there is any amendment to this requirement bidders will be notified through an addendum.</p>		
<b>There being no other business, the meeting ended at 13.30 p.m.</b>			
Chairman	Cosmus Kisyoka	Secretary	Everlyn Ongalo
Sign		Sign	
Date	27th March 2024	Date	27.03.2024