

ISO 9001:2008 QMS

SUBJECT: PRE-BID MEENTING FOR MEDIA

MONITORING SERVICES - TENDER NO.

KP1/9A.2/OT/063/CC/20-21

Doc. No.	KP1/9A/1.1/1
Date	09.06.2021
Time	10.00 a.m.
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MINUTES OF THE PRE-BID MEETING FOR PROVISION OF MEDIA MONITORING SERVICE - TENDER NO. KP1/9A.2/OT/063/C/20-21 HELD ON WEDNESDAY 09th JUNE 2021 AT STIMA PLAZA ADITORIUM.

ATTENDANCE

PRESENT

Jane Muigai

Supply Chain Manager, Procurement (Chair)

Ann Nderi

Manager, Corporate Communications

Mary Mbacha

Supply Chain Officer (Secretary)

BY INVITATION

1. Bidding Firms

REPRESENTATIVES (As Per attached attendance Sheet)

AGENDA

- 1. Introduction and Welcoming Remarks
- 2. Tender Document
- 3. Clarifications on the Tender Document
- 4. A.O.B

AGENDA 01/09/06/21: INTRODUCTION AND WELCOMING REMARKS

The pre-bid meeting for tender was held on 09th June, 2021 at Stima Plaza Auditorium. The meeting started at 10.30 am.

The Secretary welcomed bidders' representatives and thanked for turning up on time. The Introduction were done and the Supply Chain Manager Procurement presided over the meeting.

AGENDA 02/09/06/21: TENDER DOCUMENT

The presiding member took the bidders through the tender document emphasizing on the following areas: -



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a) Checklist

Bidders were advised to submit their documents as per the check list format and to ensure to clearly label their documents.

Any other document that may be required by the document should be specified.

b) Contacts (emails)

Bidders were requested to use the emails on the tender document for any clarification on the tender.

c) <u>Tender Security</u>

Bidders were advised that the Original Tender Security should be clearly labelled with tender number and name and should be deposited in the Tender Security Box at 3rd floor, Stima Plaza on or before the opening date and time.

Tender Security shall be valid for a minimum of **210 days** from the day of tender opening.

d) Tender validity period

The tender shall remain valid for one hundred and eighty (180) days from the date of tender opening as indicated in the Invitation to Tender or as prescribed by KPLC. Tender that is valid for a shorter period shall be rejected by KPLC as non-responsive.

e) Evaluation criteria

The evaluation of duly submitted bids shall be conducted under the following criteria:

- I. Preliminary evaluation.
- II. Technical evaluation.
- III. Financial evaluation.

f) Award criteria

The award shall be to the lowest evaluated bidder as prescribed in the Instructions to tenderers

g) Performance Bond

The successful bidder shall furnish KPLC with a Performance Security of ten percent (10%) of the contract price.



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h) Opening of Tenders

KPLC shall open all Tenders promptly at the date and time specified in the KPLC tendering portal and at the location specified in the Invitation to Tender or as may otherwise be indicated.

AGENDA 03/09/06/21: CLARIFICATION ON THE TENDER DOCUMENTS

All Clarifications sought via mails and during the pre-bid meeting shall be responded through addendum as agreed.

AGENDA 04/09/06/21: ANY OTHER BUSINESS

The chair concluded the meeting by advising the bidders to frequently check their supplier portal and the website for any addendums of the tender.

There being no any other business, the meeting was adjourned at 11:30 P.M.

Signed by:

Jane Muigai (Chair)

Supply Chain, Manager

Ann Nderi

Manager, Corporate Communication

Mary Mbacha (Secretary) Supply Chain Officer

Date

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n Date

MR9 09

Sign

Date

THE KENYA POWER & LIGHTING COMPANY LTD.

TENDER NO. KP1/9A.2/OT/063/CC/20-21 -PROVISION FOR MEDIA MONITORING SERVICES

ATTENDANCE LIST

PRE-BID MEETING ON 09.06.2020 AT 10.00 AM AT STIMA PLAZA

No	NAME OF REPRESENTATIVE	NAME OF FIRM	SIGNATURE	TEL. CONTRACT
1.	IRENE WANGOHI	DATUM ACCESS	₩.	0726916638
2.	ENOCK MOKAYA		ARIK	0710684185
3.	Claire Adhiambo	REELANDALYTICS Reelanalytics	6.	070752174
4.	Myokabi Bun	Globe track.	OSA	0721212276
5.	JANET ACHTENG	JO WORLD AGENCIES LTD	THE .	0793594841
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No	NAME OF REPRESENTATIVE	NAME OF FIRM	SIGNATURE	DATE
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