 Kenya Power	ISO 9001:2008 QMS <b>SUBJECT: PRE-BID MEETING FOR MEDIA MONITORING SERVICES - TENDER NO. KP1/9A.2/OT/063/CC/20-21</b>	Doc. No.	KP1/9A/1.1/1
		Date	09.06.2021
		Time	10.00 a.m.
		Page 1 of 3	

**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 09<sup>th</sup> JUNE 2021 AT STIMA PLAZA AUDITORIUM.**

**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 09<sup>th</sup> 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: -

 Kenya Power	<b>ISO 9001:2008 QMS</b>  <b>SUBJECT: PRE-BID MEETING FOR MEDIA</b>  <b>MONITORING SERVICES - TENDER NO.</b>  <b>KP1/9A.2/OT/063/CC/20-21</b>	<b>Doc. No.</b>	<b>KP1/9A/1.1/1</b>
		<b>Date</b>	<b>09.06.2021</b>
		<b>Time</b>	<b>10.00 a.m.</b>
		<b>Page 2 of 3</b>	

**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) Tender Security**

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 3<sup>rd</sup> 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.










# 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 WANJOHI	DATUM ACCESS		0726916638
2.	ENOCK MOKAYA	REELANALYTICS		0710684185
3.	Claire Adhiambo	Reelanalytics		070752176
4.	Mupkabi Bun	Globe track.		072122276
5.	JANET ACHENG	JO WORLD AGENCIES LTD		079359484
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No	NAME OF REPRESENTATIVE	NAME OF FIRM	SIGNATURE	DATE
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