 Kenya Power	ISO 9001:2008 QMS SUBJECT: PRE-BID MEETING FOR PUBLIC RELATIONS SERVICES - TENDER NO. KP1/9A.2/OT/049/CC/20-21	Doc. No.	KP1/9A/1.1/1
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MINUTES OF THE PRE-BID MEETING FOR PROVISION OF PUBLIC RELATIONS SERVICES - TENDER NO. KP1/9A.2/OT/049/C/20-21 HELD ON WEDNESDAY 09th 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 09th June, 2021 at Stima Plaza Auditorium. The meeting started at 11.30 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: CAUSES OF FAILURE IN THE PREVIOUS TENDER.

The presiding member took the bidders through the reasons why bidders failed in the previous tender.

- Violation of declaration from clause (e)
Bidders were advised to observe the conflicting information in the declaration form and what is declared in the certificate of shareholding(CR12).
They should ensure that there is no association with any tenderer in the same tender.

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- Bidders were advised to give sufficient information to meet adequate coverage in depth and analysis.

AGENDA 03/09/06/21: TENDER DOCUMENT

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

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 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.

Bidders were informed that evaluation is done independently by the team prior to each sharing their ratings and final collating of the scores.

Bidders were notified of the two Pitches for presentation and each pitch will be evaluated independently by the evaluation team.

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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.

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 04/09/06/21: CLARIFICATION ON THE TENDER DOCUMENTS

All Clarifications sought via mails shall be responded through addendum as agreed.

AGENDA 05/09/06/21: 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 12:30 P.M

Signed by:

Jane Muigai (Chair) Supply Chain, Manager



Sign

14/06/2021

Date

Ann Nderi Manager, Corporate Communication



Sign

14/06/2021

Date

Mary Mbacha (Secretary) Supply Chain Officer



Sign

14/06/21

Date

