

**PRE- BID MINUTES FOR TENDER NO. KP4/9A/RT/NW/027/22-23 FOR
SUPPLY OF BEVERAGES FOR NAIROBI REGION**

DATE: 2nd Wednesday, 2022

PRESENT

Ester Kahiu	-	Admin Asst.
Elizabeth Wanza	-	Admin. Clerk
Alice Theuri	-	Supply Chain Officer

Others present are as per attached Appendix 1

AGENDA

The bidders were informed that the tender documents is an E-Procurement tender opening system and they should ensure that they have read the tender data Sheet (TDS)

The bidders were taken through the tender document and reference was made to the tender document

1. TENDER SUBMISSION

- (a) The bidders were reminded that this is e-procurement system and one documents is upload to the portal.

2. TENDER VALIDITY

Bidders were required to note that validity of the tenders is 180 days from the date of tender opening and any tender valid for a shorter period shall be declared non responsive.

3. SUMMMARY OF EVALUATION PROCESS

Bidders were required to note the evaluation process indicated in this section and note that the process is divided into the following mandatory criteria i.e.-

1. Preliminary Part I - Submission of documents as outlined in the preliminary evaluation.



Ester Kahiu
21/3/2022

21/3/2022

2. Technical Evaluation Part II – The users emphasized on enveloped tea bags with a KEBS mark.

- The user indicated the grams of the tea bags is 200gms as indicated on the schedule of requirements
- The user indicated the granulated sugar mill white (planting white sugar) should be packed on 1kg and quarterly deliveries will be advised by the user.
- The delivery will be made to Human Resource Offices in Electricity House 1st Floor Harambee avenue Wing.


3. Financial Evaluation Part III.

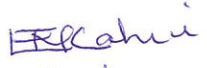
6. FORMS TO BE SUBMITTED

The following forms are to be uploaded together with the tender document fully filled signed and stamped as required.

- Self-Declaration forms duly completed and signed (SD1 & SD2)
- Tender form on your letter head clearly showing the tenderer's complete name and business address fully completed & signed.
- Certificate of Independent Tender determination
- Declaration and commitment of code of Ethics
- Confidential business questionnaire

Bidders were notified that submission of the above forms should be strictly in the format shown in the tender document and should be uploaded together with the other documents.



21/3/2022


21/3/2022

Bidders were notified that the minutes will be uploaded to the website once finalized.


There being no other business the meeting ended at 11.30am

SIGNED:

 2/3/2022

Chairperson

ESTER KAHIU

 2/3/2022

Secretary

ALICE THEURI

KENYA POWER & LIGHTING COMPANY LIMITED




PRE-BID MEETING ATTENDANCE LIST

DATE: 2nd March, 2022

TENDER NO. KP4/9A/RT/NW/0029/21-22 FOR SUPPLY OF BEVERAGES FOR NAIROBI REGION







TIME : 10.30AM

VENUE: AUDITORIUM

NO	FIRM	NAME OF PERSON REPRESENTATIVE	MOBILE NO.	EMAIL	SIGN
1	Bilamax Investments	Azi Aden	0722564808	bilamainvest@gmail.com	
2	QUICKMART LIMITED	Susan Kihara	0720380912	corporate@quickmart.co.ke	S.K
3	SAPCO ENTERPRISES	JOE OCHOLA	0704609351	johomino95@gmail.com	
4	George S				
5	Bilamax Investments	George Omyungo	0718289999	bilamainvest@gmail.com	
6	bioplic designs LTD	BEN KATUKA	0728148050	info@bioplic.co.ke	Ben
7	SYLOSSET LIMITED	Emily Aduor	0771407024	info@syosset.co.ke	Em
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KPLC REPRESENTATIVES

NO	STAFF	DESIGNATION	S/NO.	SIGN	DATE
1.	Alice Themi	S.C	15987		21/3/2022
2.	Esther Kahui	A. Asst.	14892		21/3/2022
3.	Elizabeth Wanjau	Admin Clerk.	51850		21/3/2022
4.	Pauline M. Kyule	S.C Intern	N/A		21/3/2022
5.	Ethari Muggo	G.C Attachee	N/A		21/3/2022
G. Risper Muchokwa		S.C Attachee	N/A		21/3/2022