



Kenya Power

**MINUTES OF PRE-BID MEETING FOR TENDER FOR  
PROVISION OF CIVIL & STRUCTURAL WORKS AT  
BOMANI 132/33KV SUBSTATION (TENDER NO.  
KP1/9A.2/OT/038/NM/23-24)**

**VENUE: BOMANI**

File No.

Meeting  
minutes Ref No.

Date & Time

30<sup>th</sup> November, 2023

## IN ATTENDANCE

### KENYA POWER

- |                         |   |  |
|-------------------------|---|--|
| 1. Jane Muigai          | - | Supply Chain Manager - Procurement     |
| 2. Samuel Theuri        | - | Ag. Chief Engineer, Technical Services |
| 3. Eng. Dominic Mwaniki | - | Ag. Snr. Engineer                      |
| 4. Zadock Rotich        | - | 2 <sup>nd</sup> Asst. Eng.             |
| 5. Michael Ngure        | - | 3 <sup>rd</sup> Eng.                   |
| 6. Athman Rachmi        | - | Snr. Technician                        |
| 7. Alice Theuri         | - | Supply Chain Officer                   |

## PROSPECTIVE BIDDERS

As per attached Appendix 1

## AGENDA

1. Introduction
2. Bid Process & Preliminary Requirements
3. Technical Work Requirements
4. Site Visit
5. A. O. B.

## INTRODUCTION

## OPENING REMARKS

Chairman:	Eng. Dominic Mwaniki	Secretary:	Alice Theuri
Sign:		Sign:	
Date:		Date:	8/12/23



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The meeting kicked off at 10.30am with opening prayers from a bidder.

Ag. Snr. Engineer Civil gave opening remarks on welcoming the prospective bidders and gave a brief on the importance of the project before welcoming the Supply Chain Manager – Procurement.

Supply Chain Manager - Procurement gave a brief to the bidders before welcoming the supply Chain officer to take through the bidders on the tender documents. She emphasized the importance of the pre-bid meeting and the site visit. The essence was to better understand the requirement of the tender document and ask questions that may assist in bidders providing a realistic bid, which must be within the market rate as required by law.

The bidders were informed that the bid security is **KShs 2,000,000.00** (Kenya Shillings Two Million Shillings only with a validity of 210 days from the tender closing date and the bidders are required to use the tender security form strictly in the format provided in the tender document. The bid security should be strictly from the following institutions:-

- i. Local Banks
- ii. Deposit Taking Microfinance Institutions or SACCOs

The bidders were reminded that any clarification should be channeled through the email given in the tender documents and should be received 7 days before the tender closing date as per the law.

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The bidders were informed that an addendum will be done to clarify on the eligibility of the tender.

### **BRIEFINGS**

The bidders were informed that the tender document is an E-Procurement tender opening system and they should ensure that they have read and understood the tender document.

The bidders were taken through the tender document and the following was referenced

### **1. TENDER SUBMISSION**

- (a) The bidders were reminded that this is e-procurement system and documents are to be uploaded to the portal in pdf format attached directly to the C folder. Links will not be accepted.
- (b) The bidders must have a domain email to access the e procurement portal.
- (c) The bidders original bid security should be dropped in a tender box located in Stima Plaza 3<sup>rd</sup> floor reception on or before tender closing date with a sealed enveloped marked the tender number and tender name only. A copy of the same should be uploaded together with the other tender documents on the portal.

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(d) The bidders were informed that the currency of quote should be in Kenya Shillings (KShs.).

(e) This is a national tender but a bidder can have Joint Venture with maximum members in the JV of 3 (three) and the local bidder shall be the lead partner.

**2. TENDER VALIDITY**

Bidders were required to note that validity of the tenders was 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 –

- The bidders were taken through the preliminary evaluation, which consist of submission of mandatory documents as outlined in the preliminary evaluation.

2. Technical Evaluation Part II –

- The bidders were taken through the technical evaluation, which consisted of mandatory submission, and verification of technical requirements as outlined in the technical specifications.

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- The technical evaluation had also scoring criteria which the bidder is required to attain a pass mark of 75% to proceed to financial evaluation.
- The bidders were also taken taking through the substation to understand the drawing and BOQ .

**3. Financial Evaluation Part III.**

The bidders have to ensure that their bids do not have any arithmetical error since as per revised PPAD 2015 (2022) there will be no correction of arithmetic error during evaluation. The totals price in the price schedule should tally with the price on the form of tender.

**6. FORMS TO BE SUBMITTED**

The forms below were to be uploaded together with any other tender document requirements fully filled signed and stamped as required.

- Self-Declaration forms duly completed and signed (SD1 & SD2).
- Form of Tender complete name and business address fully completed & signed on their letterheads.
- Certificate of Independent Tender determination.
- Declaration and commitment of code of Ethics.
- Completed Site visit forms for the 6 sites signed by authorized KPLC officer.
- Qualification forms.

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- i) Form EQU
- ii) Form PER 1 & PER 2
- iii) Form ELI 1.1
- iv) Form ELI 1.2
- v) Form CON 2
- vi) Form FIN 3.1 – Form 3.4
- vii) Form EXP 4.1-Form EXP 4.2 (b)

➤ 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.

**TECHNICAL HIGHLIGHTS**

Bidders were notified of the great significance of the project and the impacts of the supply reliability to the Coast region.

**Scope of works**

The scope of works was highlighted that it will include but not limited to the control room, 132kV line in and line out civil, structure works, Transformer platform, 33kv civil & structure works and levelling of 120X40M complete with the boundary walls. The other remaining non live area will be fenced with chain-link.

**Site terrain**

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From topo taken by Kplc survey the height of higher and lower ground is 7m . Retaining wall will be established near the perennial stream.

### **Drawings and Bills of quantities**

The bidders were thereafter taken through the Bill of quantities and it was reiterated that the drawings attached were meant for tender only and in case of clarity the document (BOQ) supersedes the drawings

The bidder should get equipment which are project specific when filling the EQU forms.

### **Method and Methodology**

The method statement should match the program. And deviation will lead to no or minimum marks

### **Transformer Transportation**

The bidders were advised to seek services of experienced transformer transporters for the purposes of getting the correct quotation because transformer transportation is a specialized item.

### **Water supply**

The contractor will make private arrangements on water supply for construction

### **Eligible Bidders**

Only local bidders are eligible for bidding

### **Typing of BOQs**

Only embedding on the pdf is allowed to avoid distorting the document. Conversion to excel is highly discouraged.

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

There being no other business the meeting ended at 1.30pm

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