



Kenya Power

MINUTES OF PRE-BID MEETING FOR TENDER FOR PROVISION OF LOW LOADER TRANSPORTATION SERVICES FOR 110 TONNES 90MVA TRANSFORMER FROM RABAI SUBSTATION IN KILIFI TO KITALE 220/132KV SUBSTATION AND SHUNTING OF 90MVA TRANSFORMER WITHIN KITALE SUBSTATION

(TENDER NO. KP1/9A.2/OT/075/NM/23-24)

VENUE: STIMA PLAZA - AUDITORIUM

File No.

Meeting minutes Ref No.

Date & Time

07.03.2024

IN ATTENDANCE

KENYA POWER

- | | | |
|--------------------|---|----------------------------|
| 1. Emmanuel Buluma | - | Ag. Chief Engineer, CC |
| 2. Zadock Rotich | - | 2 nd Asst. Eng. |
| 3. Alice Theuri | - | Supply Chain Officer |

PROSPECTIVE BIDDERS

1. As per attached attendance list

AGENDA

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

INTRODUCTION

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|-----------|-----------------|------------|--------------|
| Chairman: | Emmanuel Buluma | Secretary: | Alice Theuri |
| Sign: | | Sign: | |
| Date: | 7/03/2024 | Date: | 7/3/24 |



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The objective of the Tender is to reduce system losses, increase capacity that will enhance system stability and flexibility and enhanced power evacuation to North Rift Region which will go a long way | stabilizing voltage profile in West Region.

BID PROCESS & PRELIMINARY REQUIREMENTS

As per attached Appendix 1

OPENING REMARKS

The meeting kicked off at 10.30am with opening prayers by a bidder. The Supply Chain Officer gave a brief of the importance of pre bid and taking the bidders through the tender document.

AGENDA

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

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 documents are uploaded to the portal in pdf format directly to the C folder. Links will not be accepted.

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2. Bidders were informed of the care required while handling the transformers as they are sensitive equipment unlike other cargo, jerking and Tilting of the transformers is not allowed

3. Bidders were informed of their responsibility to Comply with KenHA axle load statutory requirements and seek necessary approvals.

Q & A SESSION

Question: Whether the bidders will insure the load i.e. the transformer

Answer: The bidders were informed that KPLC will insure the Transformer but the prime mover/loader must have a valid insurance cover

Question: How will the bid bond be submitted

Answer: The bid bond will be submitted in a sealed envelope indicating the tender name and tender number and dropped at 3rd Floor tender box at Stima Plaza.

Question: What is the weight of transformer in Kitale

Answer: Bidders were informed that the weight of the faulty Transformer in Kitale might be slightly heavier with approximately 120 tonnes (Nameplate not available on site to confirm actual tonnage)

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Secretary: Alice Theuri

Sign:

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(b) Bidders must have a domain email to access the e procurement portal, those not registered should do so by contacting the procurement officer for assistance.

(c) Bidders were informed that the original bid security of Kshs. 300,000.00 should be dropped in the tender box located in Stima Plaza 3rd floor reception on or before tender closing date with a sealed enveloped marked the tender number and tender name. A copy of the same should be uploaded together with other tender documents.

(d) Bidders were informed that the currency is Kenya shillings.

2. TENDER VALIDITY

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

3. SUMMARY 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 documents as outlined in the preliminary evaluation criteria.

TECHNICAL WORK REQUIREMENTS

1. Bidders were given details of the scope of work at both sites namely Rabai and Kitale.

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Question: Can an interested bidder visit the two sites

Answer: Yes those interested were informed that arrangements will be made for them to
Visit site on Friday 8th April 2024.

There being no other matters the meeting ended at 11.30am

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