



Kenya Power

**MINUTES OF PRE-BID MEETING FOR TENDER FOR
PROVISION OF CIVIL & STRUCTURAL WORKS AT
LESSOS 220/132KV SUBSTATION (TENDER NO.
KP1/9A.2/OT/012/NM/23-24)**

VENUE: WEBUYE 33/11KV SUBSTATION

File No.

Meeting
minutes Ref No.

Date & Time

7th September, 2023

IN ATTENDANCE

KENYA POWER

- | | | |
|-------------------------|---|----------------------------|
| 1. Eng. George Korir | - | Ag. Manager Transmission |
| 2. Eng. Dominic Mwaniki | - | Ag. Snr. Engineer |
| 3. Alistair Akute | - | 2 nd Asst. Eng. |
| 4. Sang K Duncan | - | Technician |
| 5. Charles Korir Rotich | - | Snr. Tech |
| 6. Franklin Kiplagat | - | 3 rd Asst. Eng. |
| 7. James Lebo | - | 1 st Asst. Eng. |
| 8. Julius Mwaniki | - | 1 st Asst. Eng. |
| 9. Zadock Rotich | - | 2 nd Asst. Eng. |
| 10. Ann Mwangi | - | Clerk |
| 11. Johnson Mutai | - | Ag. SSCO (P) |
| 12. 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

Chairman:	Eng. Dominic Mwaniki	Secretary:	Alice Theuri
Sign:		Sign:	
Date:	09/09/23	Date:	21/9/23



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OPENING REMARKS

The meeting kicked off at 11.30am with opening prayers from a bidder.

The Safety Officer in-charge gave opening remarks on welcoming the prospective bidders and gave a brief on the importance of observing safety procedures. The Ag. Snr Engineer gave brief too on importance and urgency to the project which is of nation interest since it will connect and welcomed the Supply Chain Officer to take the bidders through the tender process.

Ag. Supply Chain Officer 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 550,000.00** (Kenya Shillings Five Hundred and Fifty Thousands 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

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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.

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.
- (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 3rd floor reception on or before tender closing date with a sealed enveloped marked the tender number and tender name only. A copy of the

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same should be uploaded together with the other tender documents on the portal.

(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. 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 mandatory documents as outlined in the preliminary evaluation.

2. Technical Evaluation Part II –

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