

**MINUTES OF PRE-BID MEETING FOR PROPOSED CONSTRUCTION OF VOI
WAREHOUSE AND ASSOCIATED EXTERNAL CIVIL WORKS TENDER NO.
KP6/5C/OT/01/HRA/22-23 HELD ON THURSDAY 02.03.2023**

Members Present:

1. George Ouma – Senior Supply Chain Officer
2. Khadija Jahazi – Senior Supply Chain Assistant, Procurement
3. Dunstan Namaswa – Senior Technician
4. Rogers Kithinji – Building Technician
5. Ezra Chweya – Ag. County Business Manager, Taita Taveta
6. Monica Mboje – Senior Security Officer
7. Peter Chege – Senior Accountant
8. Albert Kadala – 1st Asst. Engineer

The meeting started at 10.00am with an introduction from the Senior Supply Chain Officer who went ahead to welcome the members and the bidders present in the meeting.

Alice Njoroge who was representing M/s Mammeny Solutions offered opening prayers.

Fourty eight (48) bidders or their representatives were present from various companies and eight (8) staff from KPLC attended.

The staff and bidders present did brief introductions.

Min 1/2/3/23

The Senior Supply Chain Officer informed the participants that the importance of the pre-bid meeting and the site visit was to understand the requirements of the tender document and visiting the site was to enable bidders to familiarize themselves with the location to enable them give a realistic bid which should be within the market rate as required by law. He took the bidders through the tender document and emphasis was made on the documents that bidders need to fill and submit as per the evaluation criteria. The tender documents required at the preliminary evaluation should not be altered.

The bidders were informed that the bid security is KShs.350,000.00 with a validity of 210 days from the tender closing date and 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 | Saccos |
| iii | Micro Finance |

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 law.

1. TENDER SUBMISSION

- (a) The bidders were reminded that this is e-procurement system and documents are to be downloaded, printed, filled in, collated, scanned and uploaded on the portal in pdf format.
- (b) The bidders must have a domain email to access the e procurement portal
- (c) The bidders were informed that the original bid security should be dropped in a tender box located on 2nd Floor, E electricity House in the CBD, Mombasa on or before tender closing date in a sealed envelope marked the tender number and tender name. A copy of the same should be uploaded together with the other tender documents.
- (d) The bidders were informed that the currency is Kenya Shillings.

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 were reminded that the process is divided into the following mandatory criteria i.e.-

- Preliminary

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

The user department also took the bidders through the technical evaluation and stressed on the following areas:-

- Technical Work Requirements

Bidders were taken through matters related to the Tender to ensure the work requirements of the procuring entity were well understood by the prospective bidders.

Preliminaries (which he mentioned is normally ignored by bidders in many civil work projects)

Project experience: The recommendation letters for each project done should be accompanied by signed contracts/LPO and duly signed completion certificates.

Previous defaulting performance should be stated if any.

The bidders were allowed to ask questions on areas they needed clarification as shown below:

| S/No. | BIDDER QUESTION | KPLC CLARIFICATION |
|--------------|---|---|
| 1 | Section II –TDS Ref: ITT 27.1 Will the public opening take place at Stima Plaza, Auditorium? | No. The Venue for public opening will be at the Demonstration Hall, in Electricity House Mombasa along Nkrumah Road. |
| 2 | Can you provide contacts for communication purposes? | Attendants were told to refer to the telephone number and email addresses provided on the cover page of the tender document. |
| 3 | Can the bidders be assured of a transparent evaluation process? | Yes. Being an open tender, the process is transparent from the onset and will be carried out in compliance with Public Procurement & Asset Disposal Act, 2015. Furthermore, communication will be done to all participants for the winning bidder as well as the unsuccessful bidders once the tender is awarded. |
| 4 | Can a bidder be disqualified if it has a defaulting history but the case is still under litigation? | Consideration during evaluation will be done on case by case basis. |
| 5 | How does a bidder register with KPLC Coast region | Suppliers should log on to the Kenya Power website (www.kplc.co.ke) and refer to the "Tenders" section and navigate to the "Supplier Registration" |

| | | |
|---|---|---|
| | | <p>Note: ensure email address is a company domain (example: info@ xyzcompany.com/co.ke) Public domain such as Gmail.com, yahoo.com, rocket mail shall not be accepted.</p> <p>Kindly refer to the manual. A step-by-step guide on how to register and other user guides can be accessed on the Kenya Power website. Refer to the "Tenders" section and navigate to the "Supplier User Manual" number 5</p> |
| 6 | Will the site be cleared before handover by project officer | Yes, materials/items on the site will be removed to pave way for the works. |

***Notes:**

The members noted that some of them present in the meeting were representing more than one firm. It was agreed that each representative was to take only one site visit form for the firm being represented, and not for more than one firm.

There being no other business, the meeting came to an end at 3.00pm.

Signed:

George Ouma.....Snr. Supply Officer Officer.....Sign  Date 10/03/2023

Khadija Jahazi.....Snr. Supply Chain Assistant.....Sign  Date 10/31/2023