



**PRE – QUALIFICATION OF FIRMS FOR PROVISION OF SCADA  
REPAIRS MAINTENANCE AND SUPPLIES FOR 2019/2020**

**TENDER NO. KETRACO/PT/012/2019**

**CLOSING DATE: 24<sup>TH</sup> OCTOBER, 2019**

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**SECTION 1: INVITATION TO TENDER**

**DATE: 17<sup>th</sup> September 2019**

Kenya Electricity Transmission Company Limited (KETRACO) is a State Corporation whose mandate is to plan, design, construct, own, operate and maintain high voltage electricity grid and regional power interconnectors.

KETRACO is in the process of preparing its register of suppliers for various goods, works and services for the period 2018 – 2020. Interested applicants are invited to apply for pre-qualification, indicating the category of goods, works or services they wish to be prequalified in. Registered Youth, Women and Persons with Disabilities based Enterprises are encouraged to participate.

- 1.1 Interested eligible candidates may obtain further information from and inspect the tender documents from Supply Chain Department on Second Floor of KAWI House KETRACO Headquarters, Nairobi during normal working hours.
- 1.2 A complete set of tender documents may be obtained by interested candidates free of charge from the **KETRACO WEBSITE** [www.ketraco.co.ke](http://www.ketraco.co.ke). Prequalified bidders shall also be posted on the website. Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box at Ground Floor, KAWI HOUSE on or before **Thursday 24<sup>th</sup> October, 2019 at 10.00 a.m.**
- 1.3 Tenders will be opened on the **Closing Date 24<sup>th</sup> October 2019 at 10.00 a.m.** in Company Boardroom at KAWI HOUSE in the presence of the candidates or their representatives who choose to attend

**SENIOR MANAGER, SUPPLY CHAIN**

## LIST OF ITEMS

Ref no.	Item description	Remarks
<b>CATEGORY A: SUPPLY OF GOODS</b>		
	Supply of Substation Workstation computers and Monitors	
	Supply of managed Switches, LAN wireless devices, network monitoring tools, Fiber optics and Accessories, patch panels, SFP modules, Shielded network cables and network materials.	
	Supply of OPGW, ADSS, Splice Boxes and associated accessories	
	Supply of Telecommunications Test kits	
	Supply of Test Equipment for fibre optic and Network Equipment	
	Supply of UPS, Inverters and Power stabilization modules for Substations	
	Supply of telephone heads	
	Supply of Tool kits, power meters, clamp meters, process meters	
	Supply of spares and accessories for Substation Automation Systems and Central SCADA system	
<b>CATEGORY B: SUPPLY OF SERVICES</b>		
	Fiber optic cable splicing, connections, trouble shooting and repairs	
	Maintenance of Communication Chargers, repair of power modules.	
	Maintenance of Substation Automation Systems and SCADA systems	
	Maintenance of Power system communications equipment	

## **SECTION II INSTRUCTIONS TO TENDERERS**

### **2.1 ELIGIBLE TENDERERS**

- 2.1.1 This invitation for Prequalification of Tenders is open to all tenderers eligible as described in the invitation to tender and MUST provide all the Mandatory Requirements
- 2.1.2 The Procuring entity's employees, Committee members, Board Members and their relatives (Spouse and Children) are not eligible to participate in this prequalification exercise.
- 2.1.3 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices
- 2.1.4 Tenderers shall not be involved in any litigation issues with the Government of Kenya at present

### **2.2 COST OF TENDERING**

- 2.2.1 The tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 All firms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified
- 2.2.3 The tenderer is expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender

### **2.3 CLARIFICATION OF DOCUMENTS**

- 2.3.1 A prospective tenderer requiring any clarification of the tender document may notify the procuring entity in writing or by post at the entity's address indicated in the invitation to tender. The procuring entity will respond in writing to any

request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity.

- 2.3.2 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

## **2.4 AMENDMENTS OF DOCUMENTS**

- 2.4.1 At any time prior to the deadline for submission of tenders, the procuring entity for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment.
- 2.4.2 All prospective candidates that have received the tender documents will be notified of the amendments in writing or by post and will be binding on them.
- 2.4.3 In order to allow prospective tenderers reasonable time in which to take the amendments into account in preparing their tenders, the procuring entity, at its discretion, may extend the deadline for the submission of tenders.

## **2.5 TENDERERS ELIGIBILITY AND QUALIFICATIONS**

- 2.5.1 The tenderer shall furnish as part of its prequalification documents establishing the tenderers eligibility to tender and its prequalification's to perform the contract if its tender is accepted.
- 2.5.2 The documentary evidence of the tenderers eligibility to tender shall be established to the procuring entity's satisfaction that the tenderer at the time of submission of its tender, is from an eligible source.
- 2.5.3 The documentary evidence of the tenderers qualifications to perform the contract if accepted shall be established to the procuring entity's satisfaction;
- (a) That, in the case of a tenderer offering to supply goods under the contract which the tenderer does not manufacture or otherwise produce the tenderer has been duly authorized by the goods manufacturer or producer to supply the goods.
  - (b) That the tenderer has the financial, technical, and production, capability necessary to perform the contract.

## **2.6 SEALING AND MARKING OF TENDERS**

2.6.1 The tenderer shall seal the original copy of the tender duly marking the envelopes as **“ORIGINAL”**.

2.6.2 The envelopes shall be addressed to: -

**a) The Managing Director & CEO**

Kenya Electricity Transmission Company,  
P.O. Box 34942-00100  
**NAIROBI**

**b) Shall bear tender number and name and reference of the category of items tendered for and the words “DO NOT OPEN BEFORE 24<sup>TH</sup> OCTOBER 2019 AT 10.00 a.m.** as indicated in the tender notice.

2.6.3 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”.

2.6.4 If the outer envelope is not sealed and marked as required by paragraph 2.6.2 the procuring entity will assume no responsibility for the tenders’ misplacement or premature opening

## **2.7 DEADLINE FOR SUBMISSION OF TENDERS**

**2.7.1** Tenders must be received by the procuring entity at the address specified under paragraph 2.6.2 not later than **24<sup>th</sup> October 2019 at 10.00a.m.**

2.7.2 The procuring entity may at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.4 in which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will therefore be subject to the deadline as extended.

## **2.8 OPENING OF TENDERS**

2.8.1 The procuring entity will open all tenders in the presence of tenderers representatives who choose to attend at 10.00 a.m. on **24<sup>th</sup> October, 2019** at KETRACO, KAWI COMPLEX. The tenderers’ representatives who will be Present shall sign an attendance register as evidence of participation.

2.8.2 The procuring entity shall consequently prepare minutes of the tender opening.

## **2.9 CLARIFICATION OF TENDERS**

2.9.1 To assist in the examination, evaluation and comparison of tenders, the procuring entity may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing and no change in substance of the tender shall be sought, offered or permitted.

2.9.2 Any effort by the tenderer to influence the procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers application

## **2.10 PRELIMINARY EXAMINATION**

2.10.1 The procuring entity will examine the tenders to determine whether they are complete, whether any errors have been made, whether the documents have been properly signed and whether the tenders are generally in order.

2.10.2 The procuring entity may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation provided such waiver does not prejudice or effect the relative ranking of any tenderer.

2.10.3 Prior to the detailed evaluation, the procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations.

2.10.4 If a tender is not substantially responsive, it will be rejected by the procuring entity and may not subsequently be made responsive by the tenderer by correction of the non-conformity.

## **2.11 EVALUATION AND COMPARISON OF TENDERS**

2.11.1 The procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive

2.11.2 The tender evaluation committee shall evaluate the tender within 21 days of the validity period from the date of opening the tender

2.11.3 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract



award shall be considered for debarment from participating in future public procurement.

2.11.4 The procuring entity reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the procuring entity's action.

## **2.12 NOTIFICATION OF PREQUALIFICATION**

2.12.1 Upon completion of the prequalification exercise all tenders shall be informed via an official publication of both successful and unsuccessful on [www.ketraco.co.ke](http://www.ketraco.co.ke)

2.12.2 The notification of prequalification will constitute the initial formation of contract but MUST remain valid until another prequalification is undertaken in the near future.

## **2.13 CORRUPT OR FRAUDULENT PRACTICES**

2.13.1 The procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts as used in the present regulations, the following terms are defined as follows: -

- (i) “corrupt practices” – means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution, and
- (ii) “fraudulent practice” – means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the procuring entity and includes collusive practice among tenderer (prior to or after tender submission)

2.13.2 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

## **APENDIX TO INSTRUCCIONES TO TENDERERS**

Eligible tenders **MUST** provide the following;

1. Certificate of Incorporation
2. Valid Registration Certificate in Special Category (Youth, Women and Persons with Disability)
3. Valid Business Permit Certificate
4. Valid Tax Compliance Certificate
5. Details of Company Directors
6. Valid Registration/ licensing by relevant professional body
7. Audited Accounts for the last three years for the company
8. Letters of Recommendation from three of your major clients
9. Evidence of possession of Electronic Tax Registers
10. Completed Confidential Business Questionnaire in the prescribed format

**SECTION III            STANDARD FORMS**

Notes on the Sample Forms

- 1.      FORM OF TENDER – The form of tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by the authorized signatory of the tenderer.
  
- 2.      Confidential Business Questionnaire Form – This form must be completed by the tenderer and submitted with the tender document.
  
- 3.      Technical Evaluation Form – All the bidders for the respective tenders will be required to carefully study the Evaluation Criteria outlined in the Evaluation Form and ensure compliance in their request for pre-qualification

**3.0    FORM OF TENDER**

Date.....

Tender No.....

To:.....

.....  
.....  
.....

**(Name and Address of procuring entity)**

Gentlemen and /or Ladies

1)      Having examined the tender documents including the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver/install and commission

.....  
**(Insert Tender Description above)**

In conformity with the said tender documents.

2)      We agree to abide by this Tender for a period of twelve (12) months from the date the contract comes in force.

3)      This tender, together with your written acceptance thereof and your notification of award, shall constitute, between us subject to signing of the contract by the parties

4) We understand that you are not bound to accept the lowest or any tender you may receive.

**Dated this.....day of.....20.....**

**Signature.....**

Duly authorized to sign tender for and on behalf of.....

.....

**3.1 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

You are requested to give the particulars indicated in Part I and either Part 2(a), 2(b) or 2(c) whichever applies to your type of business. You are advised that it is a serious criminal offence to give false information on this form.

Part 1 – General		
Business Name.....		
Location of business premises.....		
Plot No.....Street/Road.....		
Postal Address.....Tel.....Email.....		
Nature of Business.....		
Registration Certificate No.....		
Maximum value of business which you can handle at any one time Ksh.....		
.....		
Name of your Bankers.....Branch.....		
Part 2(a) – Sole Proprietor		
Your Name in full.....		
Age.....		
Nationality.....Country of origin.....		
Part 2(b) - Partnership		
Give details of partners as follows: -		
<b><u>Name</u></b>	<b><u>Nationality</u></b>	<b><u>Shares</u></b>
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....
Part 2(c) – Registered Company		

Private or Public.....
State the nominal and issued capital of company
Nominal Kshs.....
Issued Kshs.....
Give details of all directors as follows: -
1. ....
2. ....
3. ....
4. ....
Date.....Signature of Candidate.....

**3.2 PRELIMINARY EVALUATION PROCESS**

The tenderer is expected to complete Part I and Part 3 of this form.

**PART 1 GENERAL INFORMATION**

Tenderers
Name of Company .....
Certificate of Incorporation Number .....
Date of incorporation .....
Company PIN Number .....
Tax Compliance Status .....
Business Permit/ License Number .....
County of Operation .....
List of Directors (i) .....
ii).....
iii).....
iv).....
v) .....
Name of Sole Proprietor if NOT Company .....
.....
Name of Partners if Partnerships (i).....
ii).....

iii).....
iv).....
Company address.....
Company Telephone.....
Physical Address.....
Company Email Address.....
Tender No.....

**NAME OF AT LEAST THREE OF YOUR LEADING CLIENTS**

**NAME OF 1<sup>ST</sup> CLIENT/ORGANIZATION**

- i) Name of Client (organization) .....
- ii) Address of Client (organization) .....
- iii) Name of Contact Person.....
- iv) Telephone No. of Client .....
- v) Value of Contract.....
- vi) Duration of Contract (date) ..... (Attach documental evidence)
- vii) Nature of Contract .....

**NAME OF 2<sup>ND</sup> CLIENT/ ORGANIZATION**

- i) Name of Client (organization) .....
- ii) Address of Client (organization) .....
- iii) Name of Contact Person.....
- iv) Telephone No. of Client.....
- v) Value of Contract.....
- vi) Duration of Contract (date) ..... (Attach documental evidence)
- vii) Nature of Contract.....

## NAME OF 3<sup>RD</sup> CLIENT ORGANIZATION

- i) Name of Client (organization) .....
- ii) Address of Client (organization) .....
- iii) Name of Contact Person at the client (organization) .....
- iv) Telephone No. of Client .....
- v) Value of Contract .....
- vi) Duration of Contract (date) .....(Attach documental evidence)
- vii) Nature of Contract.....

## EVALUATION PROCESS

### STAGE 1: MANDATORY REQUIREMENTS

Interested Tenderers **MUST** attach a **Valid COPY** for each of the Mandatory Requirements listed below.

No.	MANDATORY REQUIREMENTS	YES (√)	NO (x)
1	Certificate of Incorporation		
2	Valid Registration Certificate in Special Category (Youth, Women and Persons with Disability)		
3	Valid Business Permit Certificate		
4	Valid Tax Compliance Certificate		
5	Details of Company Directors		
6	Audited Accounts for the last three years for the company		
7	Letters of Recommendation from three of your major clients		
8	Evidence of possession of Electronic Tax Registers		
9	Completed Confidential Business Questionnaire in the prescribed format		

Mandatory requirements will be the same for all category of suppliers. The tenderer must qualify in all the above in order to proceed to the Technical Evaluation Stage.

**STAGE 2: TECHNICAL EVALUATION PROCESS****STAGE 2(a) MINIMUM REQUIREMENTS FOR SUPPLY OF GOODS**

No	Requirement	Maximum Marks	Awarded Points	Remarks
1.	Relevant experience (Above 1 year)	10		
2.	Credit Period (minimum 30 days )	10		
3.	Price validity of bids(Minimum 90 days)	10		
4.	Proposed Delivery Period (Minimum 7 days for Standard Goods and 14 days for non- standard goods/services)	10		
	<b>TOTAL MARKS = 100%</b>	<b>40</b>		

**STAGE 2(b) MINIMUM REQUIREMENTS FOR PROVISION OF SERVICES**

No	Requirement	Maximum Marks	Awarded Points	Remarks
1.	Relevant Experience (Above 5 years)	16		
2.	Professional staff	14		
3.	Proof Financial Soundness (Audited Accounts for the last 3 years )	10		
4.	Credit Period (minimum 30 days )	10		
5.	Price validity of bids(Minimum 90 days)	10		
	<b>TOTAL MARKS = 100%</b>	<b>60</b>		



**FORM RB 1**  
**REPUBLIC OF KENYA**  
**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

APPLICATION No. .... day of .....20.....

BETWEEN ..... APPLICANT AND

.....RESPONDENT (Procuring Entity)

Request for review of the decision of the Kenya Electricity Transmission Company

Limited of .....dated this.....day of .....20.....in the matter of

Tender No.....of.....20.....

**REQUEST FOR REVIEW**

I/We....., the above named Applicant(s), of address:

Physical address..... Fax .....Tel No.....

Email .....

hereby request the Public Procurement Administrative Review Board to review the

whole/ part of the above mentioned decision on the following grounds, namely: -

- 1.
  - 2.
- etc.

By this memorandum, the Applicant requests the Board for order/orders that: -

- 1.
- 2.

SIGNED ..... (Applicant) Dated on..... day of

...../...20.....

**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board

on ..... day of .....20.....

SIGNED

Board Secretary