



# **KenGen**

**KENYA ELECTRICITY GENERATING COMPANY  
PLC**

**KGN-ADM-02-2019**

**PRE-QUALIFICATION TENDER FOR SUPPLY OF  
MOTOR VEHICLE REPAIR SERVICES, SPARE  
PARTS AND ACCESSORIES**

***(CITIZEN CONTRACTORS)***

**Kenya Electricity Generating Company PLC  
Stima Plaza Kolobot Road, Parklands  
P. O Box 47936 – 00100  
NAIROBI.  
Website: [www.kengen.co.ke](http://www.kengen.co.ke)**

**January, 2019**

## GUIDELINES TO PREPARATION OF BID DOCUMENT

In preparing the bid document in response to the tender, bidders are advised to note the following:

1. **Section I – Invitation to Tender.** This section gives guidelines on how and where to seek further clarification pertaining to the tender document; the form and amount of Tender Security required; where and when the tenders should be submitted; and place where tenders will be opened.
2. **Section II – Instruction to Tenderers.** This section guides tenderers on how to prepare their bid and how the tendering process will be carried out up to the award stage including notification of award to the successful bidder. **“Appendix to Instruction to Tenderers”** customizes clauses under Section II. **Wherever there is a conflict between the provisions of the Instructions to Tenderers under Section II and the provisions of the appendix, the provisions of the appendix prevail.**
3. **Evaluation Criteria:** This gives information on how the tender will be evaluated. Tenderers should be able to evaluate their bids before submission to determine in advance whether they meet the requirement of the bid or not. Through the evaluation criteria bidders will be able to note all the required documents that should be attached to the bid document.

### Checklist of Document Forming the Bid

No.	Documents forming part of the bid	Remarks												
1	The main sections of the tender document that includes Section I – Invitation to Tender; Section II – Instruction to Tenderers, including Appendix to Instruction to Tenderers; and Section III – General Conditions of the Contract, including Special Conditions of Contract	These Sections remain as they are in the tender document.												
2	Duly filled mandatory business questionnaire with particulars of the supplier ,contractor and consultant and shall include: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">i. Name of supplier</td></tr> <tr><td style="padding: 2px;">ii. Registration details (ID/Registration/Incorporation Number )</td></tr> <tr><td style="padding: 2px;">iii. PIN Number</td></tr> <tr><td style="padding: 2px;">iv. List of directors, shareholders and beneficial owners(in case of a company)</td></tr> <tr><td style="padding: 2px;">v. Name of proprietor (for sole proprietor and business name)</td></tr> <tr><td style="padding: 2px;">vi. Name of partners (for partnerships)</td></tr> <tr><td style="padding: 2px;">vii. Business contact information (Telephone and Email Address)</td></tr> <tr><td style="padding: 2px;">viii. Postal Address</td></tr> <tr><td style="padding: 2px;">ix. Physical address</td></tr> <tr><td style="padding: 2px;">x. Tax compliance status</td></tr> <tr><td style="padding: 2px;">xi. Business permit /License number</td></tr> <tr><td style="padding: 2px;">xii. County of operations</td></tr> </table>	i. Name of supplier	ii. Registration details (ID/Registration/Incorporation Number )	iii. PIN Number	iv. List of directors, shareholders and beneficial owners(in case of a company)	v. Name of proprietor (for sole proprietor and business name)	vi. Name of partners (for partnerships)	vii. Business contact information (Telephone and Email Address)	viii. Postal Address	ix. Physical address	x. Tax compliance status	xi. Business permit /License number	xii. County of operations	
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ix. Physical address														
x. Tax compliance status														
xi. Business permit /License number														
xii. County of operations														
4	Duly filled priced schedules	N/A												
5	Duly filled and signed Form of Tender in the format provided in the tender document	N/A												
6	Duly filled and signed declaration form in the form provided	N/A												
7	Bid document to be <b>serialized/paginated</b> on all pages													
8	Bidders are advised to use KenGen’ s tender document or ensure to align their bid to it													
9	Confirmation of a bid submission Original and Copy													

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## SECTION I: INVITATION TO TENDER

The Company invites sealed tenders from eligible candidates for the Pre-Qualification Tender for Supply of Motor Vehicle Repair Services, Spare Parts and Accessories whose specifications are detailed in the Tender Document.

Interested eligible candidates may obtain further information from and inspect the Tender Documents during official working hours starting at the date of advert at the office of:

Supply Chain Director

Tel: (254) (020) 3666000

Email: [tenders@kengen.co.ke](mailto:tenders@kengen.co.ke); [foloo@kengen.co.ke](mailto:foloo@kengen.co.ke);

The tenderer is advised to be keen on the information under the appendix to Instructions to Tenderers and the Special Conditions of the Contract.

Where the tender document may be collected upon payment of a non-refundable fee of **KShs.1,000.00** paid in cash or through a bankers cheque at any KenGen finance office. The document can also be viewed and downloaded from the website [www.kengen.co.ke](http://www.kengen.co.ke) and [www.suppliers.treasury.go.ke](http://www.suppliers.treasury.go.ke).

Bidders who download the tender document from the website **are advised to forward their particulars to [tenders@kengen.co.ke](mailto:tenders@kengen.co.ke) to facilitate any subsequent tender clarifications and addenda.** Downloaded copies are free of charge.

Bidders are advised from time to time to be checking the website for any uploaded further information on this tender.

Unless otherwise stated, tenders **MUST** be submitted in a plain sealed envelope and marked “**KGN-ADM-02-2019- PRE-QUALIFICATION TENDER FOR SUPPLY OF MOTOR VEHICLE REPAIR SERVICES, SPARE PARTS AND ACCESSORIES.**” and addressed to:

**Company Secretary & Legal Affairs Director  
Kenya Electricity Generating Company PLC,  
10th Floor, KenGen Pension Plaza 2,  
Kolobot Road, Parklands,  
P.O. Box 47936, 00100  
NAIROBI.**

On or before: **19<sup>th</sup> February, 2019 at 2.00p.m.**

Tenders will be opened on **19<sup>th</sup> February, 2019 at 2.30p.m.** In the presence of tenderers' representatives who choose to attend in the KenGen Pension Plaza 2, Tender Opening Room, Ground Floor. The company reserves the right to vary the quantities.

*KenGen adheres to high standards of integrity in its business operations.*

*Report any unethical behavior immediately to any of the provided anonymous hotline service.*

*1) Call Toll Free: 0800722626; 2) Free-Fax: 00800 007788;*

*3) Email: [kengen@tip-offs.com](mailto:kengen@tip-offs.com) 4) Website: [www.tip-offs.com](http://www.tip-offs.com)*

### **SUPPLY CHAIN DIRECTOR**

## **SECTION II: INSTRUCTION TO TENDERERS**

### **2.1. Eligible Tenderers**

- 2.1.1. This Invitation to the Prequalification is open to all tenderers eligible as described in the instructions to tenderers. Successful Prequalified firms shall be invited to provide their bids as shall be specified in the tender document.
- 2.1.2. KenGen's employees, committee members, board members and their relative (spouse and children) are not eligible to participate.
- 2.1.3. Tenderers shall provide the qualification information statement that the tenderer (including all members, of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by KenGen to provide consulting services for security services.
- 2.1.4. Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.
- 2.1.5. The tenderer shall prepare original and two (2) copies of the bid proposals to be placed in a plain sealed separate envelope clearly marked and bear the submission address and other information indicated in the Data Sheet and be clearly marked, "DO NOT OPEN, EXCEPT IN PRESENCE OF THE TENDER OPENING COMMITTEE."

### **2.2. Clarification of the prequalification Documents**

- 2.4.1. A prospective candidate making inquiries of the Prequalification document may notify KenGen in writing or email at the entity's address indicated in the Invitation for Prequalification. KenGen will respond in writing to any request for clarification of the Prequalification document which it receives no later than seven (7) days prior to the deadline for the submission of Prequalification, prescribed by KenGen. Written copies of the KenGen response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers who have received the Prequalification document"
- 2.4.2. KenGen 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 Prequalification.

### **2.3. Amendment of the prequalification Document**

- 2.5.1. At any time prior to the deadline for submission of the Prequalification, KenGen, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the Prequalification document by issuing an addendum.
- 2.5.2. All prospective tenderers who have obtained the Prequalification documents will be notified of the amendment email and such amendment will be binding on them.

2.5.3. In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their Prequalification, KenGen, at its discretion, may extend the deadline for the submission of the Prequalification.

## **2.4. Language of the Prequalification**

2.4.1 The Prequalification prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and KenGen, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

## **2.5. Documents Comprising the Prequalification**

2.5.1 The Prequalification prepared by the tenderer shall comprise the following components: (a) Documentary evidence established in accordance with Clause 2.8 that the tenderer is eligible to tender and is qualified to perform the contract if its Prequalification is accepted;

## **2.6. Tenderers Eligibility and Qualifications.**

2.6.1 Pursuant to Clause 2.7 the tenderer shall furnish, as part of its prequalification, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its Prequalification is accepted.

2.6.2 The documentary evidence of the tenderers qualifications to perform the contract if its Prequalification is accepted shall establish to KenGen's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

## **2.7. Validity of the Prequalification.**

2.7.1 The Prequalification shall remain valid for 120 days or as specified in the invitation to Prequalification after date of Prequalification opening prescribed by KenGen. A Prequalification valid for a shorter period shall be rejected by KenGen as non-responsive.

2.7.2 In exceptional circumstances, KenGen may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

## **2.8. Format and Signing of the Prequalification**

2.8.1 The tenderer shall prepare one "ORIGINAL PREQUALIFICATION DOCUMENT AND ONE COPY".

2.8.2 The original Prequalification shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the Prequalification, except for unamend printed literature,

shall be initiated by the person or persons signing the tender.

- 2.8.3 The Prequalification shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initiated by the person or persons signing the Prequalification.

## **2.9. Sealing and Marking of the Prequalification**

- 2.9.1 The tenderer shall seal the original Pre-qualification in an envelope, duly marking the envelope as “ORIGINAL & COPY”. And shall:

- (a) Be addressed to KenGen at the address given in the invitation to tender
- (b) Bear, Prequalification number and name in the invitation to Prequalification and the words: “DO NOT OPEN BEFORE **19th February, 2019 at 2.00p.m.**”

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

- 2.9.3 If the envelope is not sealed and marked as required by paragraph 2.15.1, KenGen will assume no responsibility for the tender’s misplacement or premature opening.

## **2.10. Deadline for Submission of the Prequalification**

- 2.10.1 The Prequalification’s must be received by KenGen at the address specified under paragraph

- 2.10.2 Not later than **19th February, 2019 at 2.00p.m.**

- 2.10.3 KenGen may, at its discretion, extend this deadline for the submission of prequalification by amending the prequalification document, in which case all rights and obligations of KenGen and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

- 2.10.4 Bulky Prequalification which will not fit in the tender box shall be received by KenGen at the Company Secretary and Legal Affairs Director’s Officer’s Office.

## **2.11. Modification and withdrawal of the Prequalification.**

- 2.11.1 The tenderer may modify or withdraw its Prequalification after the tender’s submission, provided that written notice of the modification , including substitution or withdrawal of the Prequalification’s is received by KenGen prior to the deadline prescribed for the submission of the Prequalification.

- 2.11.2 The Tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.15. A withdrawal notice may also be sent by email, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

- 2.11.3 No Prequalification may be modified after the deadline for submission of the Prequalification submission
- 2.11.4 No Prequalification may be withdrawn in the interval between the deadline for submission of the Prequalification and the expiration of the period of the Prequalification validity.
- 2.11.5 KenGen may at any time terminate procurement proceedings and shall not be liable to any person for the termination.
- 2.11.6 KenGen shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

## **2.12. Opening of the Prequalification**

- 2.12.1 KenGen will open all Prequalification documents in the presence of tenderers representatives who choose to attend, on **19<sup>th</sup> February, 2019 at 2.30p.m.** And in the location specified in the invitation to the Prequalification. The tenderers' representatives who are present shall sign a register evidencing their attendance.
- 2.12.2 The tenderers' names, prequalification modifications or withdrawals and their space geographical presence and such other details as KenGen, at its discretion, may consider appropriate, will be announced at the opening.
- 2.12.3 KenGen will prepare minutes of the Prequalification opening.

## **2.13. Clarification of the Prequalification**

- 2.13.1 To assist in the examination, evaluation and comparison of the Prequalification, KenGen may at its discretion, ask the tenderer for a clarification of its Prequalification. The request for clarification and the response shall be in writing.
- 2.13.2 Any effort by the tenderer to influence KenGen in KenGen's Prequalification evaluation, Prequalification comparison and decisions may result in the rejection of the tenderers Prequalification.

## **2.14. Preliminary Examination and Responsiveness**

- 2.14.1 KenGen will examine the Prequalification to determine whether they are complete, whether the documents have been properly signed, and whether the Prequalification are generally in order.
- 2.14.2 KenGen may waive any minor informality or nonconformity or irregularity in the Prequalification which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.
- 2.14.3 Prior to the detailed evaluation, KenGen will determine the substantial responsiveness of each Prequalification to the Prequalification document. For



purposes of these paragraphs, a substantially responsive Prequalification is one which conforms to all the terms and conditions of the Prequalification document. KenGen's determination of a tender's responsiveness is to be based on the contents of the Prequalification itself without recourse to extrinsic evidence.

2.14.4 If a Prequalification is not substantially responsive, it will be rejected by KenGen and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

## **2.15. Evaluation and Comparison of the Prequalification's.**

2.15.1 KenGen will evaluate and compare the Prequalification's which have been determined to be substantially responsive, pursuant to paragraph 2.16

2.15.2 To qualify for selection to security service provider for KenGen, the tenderer shall have the following:-

- (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- (b) Legal capacity to enter into a contract for procurement
- (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing
- (d) Shall not be debarred from participating in public procurement.

## **2.16. Award of the Prequalification**

2.16.1 KenGen will determine to its satisfaction whether the tenderers that are selected as having submitted the best evaluated responsive prequalification's are qualified to be invited to tender for provision of Security Services.

2.16.2 The determination will take into account the tenderer's technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, as well as such other information as KenGen deems necessary and appropriate.

2.16.3 An affirmative determination will be a prerequisite for the selection of the tenderers to tender. A negative determination will result in rejection of the Tenderer's Prequalification.

2.16.4 KenGen reserves the right to accept or reject any Prequalification and to annul the process and reject all Prequalification's at any time prior to the Prequalification/selection of the tenderers, 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 KenGen's action. If KenGen determines that none of the tenderers is responsive; KenGen shall notify each tenderer who submitted a

tender.

- 2.16.5 A tenderer who gives false information in the Prequalification document about its qualification shall be considered for debarment from participating in future public procurement.

## **2.17. Notification of Selection**

- 2.17.1 Prior to the expiration of the period of tender validity, KenGen will notify the successful tenderer in writing that its Prequalification has been accepted.
- 2.17.2 The notification will signify the preparation and transmission of the RFP document to the selected tenderers. Simultaneously the other tenderers shall be notified that their Prequalification's have not been successful.

## **2.18. Corrupt or Fraudulent Practices**

- 2.18.1 KenGen requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.
- 2.18.2 KenGen will reject a Prequalification if it determines that the tenderer recommended for selection has engaged in corrupt or fraudulent practices in competing for the contract in question;
- 2.18.3 Further, a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in Public Procurement in KenGen.

## **2.19. Community Social Responsibility**

- 2.19.1 It is advisable that the Contractor put into consideration the Social Economic environment of the area he is bidding for.

### **SECTION III: APPENDIX TO INSTRUCTIONS TO TENDERERS**

#### **Following the Executive Order No.2 of 2018 issued by The Presidency**

1. **THAT** effective the **1<sup>st</sup> of July 2018**, all Public Procuring Entities shall maintain and continuously **update and publicise** (through the websites of the Public Procuring Entity, e-Citizen, Public Procurement Regulatory Authority platforms, public notice boards and/or official government publications):
  1. Full Particulars of the awarded Bidder (Supplier, Contractor or Consultant);
  2. Specification of goods and services, scope and schedule of works and contract value;
  3. Technical and financial capacity of the awarded bidder (Supplier, Contractor or Consultant) and summary of reasons for the award;
  4. Award Date and Contract Period;
  5. Current market price of the specific goods, works or service, as well as price guidelines as published by the Public Procurement Regulatory Authority with regard to that specific item (*where applicable*);
  
- C. In furtherance to above, the list of the awarded suppliers/contracts/consultants shall include the following information: As part of the **mandatory requirements**
  1. Name of Supplier
  2. Registration Details (ID/Registration/Incorporation Number
  3. PIN Number
  4. List of Directors, Shareholders and Beneficial Owners (in case of a company)
  5. Name of Proprietor (for sole Proprietor and Business name)
  6. Name of Partners (for Partnerships)
  7. Business Contacts Information (telephone and email address)
  8. Postal address
  9. Physical address
  10. Tax Compliance Status
  11. Business Permit/License Number
  12. County of operation

**In compliance to the executive order, the above details shall form part of mandatory requirement in the tender documents submitted.**

The following information shall complement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

Clause No	Instructions to tenderers	Particulars of appendix to instructions to tenderers
2.12	<b>Tenderers Eligibility and Qualifications.</b>	Pre-qualification is open to citizen contractors. For avoidance of doubt these are entities in which Kenyan Citizen own at least 51% shares.
2.4	<b>Clarification of Documents</b>	
2.5.1.	A prospective candidate making inquiries of the tender document may notify the Procuring entity in writing or by email at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives no later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers who have received the tender documents"	Bidders should send clarification request to <a href="mailto:tenders@kengen.co.ke">tenders@kengen.co.ke</a> and copy to and must be received at least <b>7days</b> prior to tender closure. The employer will upload all the clarifications/addendum on the website
2.9	Tender validity	<b><i>Tender validity period 120days</i></b>
2.11	<b>Sealing and Marking of Tenders</b>	
2.11.1	The tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope. The inner and outer envelopes shall:  (a) be addressed to the Procuring entity at the address given in the invitation to tender  (b) bear, tender number and name in the invitation to tender and the words: "DO NOT OPEN BEFORE( <b>19<sup>th</sup> February 2019 at 2.00pm</b> ),"	
2.12.1	The pre-qualification must be received by the Procuring entity at the address specified under paragraph	Tender Submission Deadline: <b>19<sup>th</sup> February 2019 at 2.00pm</b>  Tender Opening Date: <b>19<sup>th</sup> February 2019 at 2.30pm</b>
2.13.1	The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification , including substitution or withdrawal of the tender's is received by the procuring entity prior to the deadline prescribed for the submission of tenders.	

2.13.2	The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph A withdrawal notice may also be sent by email, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

## EVALUATION CRITERIA

### Mandatory Requirements

- i. Document organization and serialization of all pages as required.
- ii. Completeness of tender - Submission of required number of copies , duly filled and signed forms
- iii. Must indicate the schedule of interest which evaluation team will use for further consideration

No.	Schedule	Schedule of interest indicate by (√)	Evaluators Recommendations
1	A. Main dealers/franchise holders - General service and repair of Motor Vehicles, supply of genuine parts and accessories		
	B. Five (5) spanner and three (3) spanner rated garage - General Service and repair of Motor Vehicles.		
2	Supply of genuine Motor vehicle spare parts and accessories		
3	Motor vehicle body building, Panel Beating and Spray Painting		
4	Engineering fabrication,, fittings, machining of parts and supply of fasteners		
5	Motor Vehicle towing and recovery services		
6	Motor Vehicle speed governors, limiters and alarm systems		
7	Upholstery cleaning		
8	Servicing, Calibration and repair of motor vehicle injectors and injector pumps		
9	Supply of motor vehicle batteries, battery acid and distilled water		
10	Tyre fitting, wheel balancing and wheel alignment services		
11	Automotive electrical & electronic and radio repair services		
12	Servicing and repair of hydraulic systems and equipment		

## Technical Evaluation

### NOTE:

1. Evaluation under this criteria will include and not limited to KenGen at its own discretion conducting due diligence on the eligible bidders to establish their ability to perform the contract to verify the information provided in preliminary /Mandatory requirement but also the technical capacity applicable to this tender.
2. All requirements must be met for consideration.

### SCHEDULE 1A: Main Dealers Franchise Holders

Item	Description	Requirement	Compliant (yes/no)
1	Trade license	Copy of valid trade license	
2	Manufacturers Authorization	Copy of valid Manufacturer's Authorisation to supply genuine motor vehicle spare parts, provide maintenance services and repairs	
3	Business location	Provide postal address, county, town, street, telephone, email	
4	Branch network	Provide postal address, county, town, street, telephone, email for countrywide branch network	

### SCHEDULE 1B: Five (5) Spanner And Three (3) Spanner Rated Garages - General Service and Repair of Motor Vehicles

Item	Description	Requirement	Compliant (yes/no)
1	Trade license	Copy of a valid Trade license	
2	Business location	Provide postal address, county, town, street, telephone, email	
3	Garage rating	Copy of certificate for five (5) spanner or three (3) spanner garage rating	
4	Workshop Manager/supervisor	Minimum Diploma in Auto / Mechanical Engineering or equivalent. Attach copy of CV and academic certificates	
5	Personnel	Minimum Five (5) Mechanics (Experience 3 years and above), Two (2) Auto electricians (Experience 3 years and above). Automotive Craftsman / Artisan certificates, Government Trade test grade III. Attach copy of CV and academic certificates	
6	Workshop premises	Clean, identifiable with signage, accessible by road, adequately furnished with customer parking, clean toilets, adequate lighting, phone, email and printer services. To be verified through visit	

7	Health, safety and security	Workshop secured with perimeter wall, guarded 24 hours, well ventilated with fire extinguisher equipment and first aid box. To be verified through visit	
8	Insurance	Copy of insurance policy against theft and burglar, fire, accident/incident, riots, WIBA	
9	Work bays	Clean, tidy bays, pits and ramps in good condition free of old caked oil and grease. To be verified through visit	
10	Electrical shop	Electrical tool boxes, battery charger, Test lamp, Test bench for alternators and starters, Ignition module tester, Diode tester, jumper cables. To be verified through visit	
11	Mechanical shop	Hoists or pit, trolley jacks, creepers, work bench with vice , tool kits or tool stations with spanners, sockets, crew drivers, hammers, pliers, saws, punches, vice Crips, torque wrenches, soldering kit, meters. To be verified through visit	
12	Body shop	Panel beaters tool box, Body jacks, welding set, jigs, grinder, rivet gun, dent puller, compressed air facility, spray guns, and air fed respirators, paint booth. To be verified through visit	

## **SCHEDULE 2: Supply of Genuine Motor Vehicle Spare Parts & Accessories**

<b>Item</b>	<b>Description</b>	<b>Requirement</b>	<b>Compliant (yes/no)</b>
1	Trade license	Copy of a valid Trade license	
2	Manufacturers authorization	Copy of valid manufacturer authorization as agent to supply genuine motor vehicle spare parts	
3	Business location	Provide postal address, county, town, street, telephone, email	
4	Ability to supply	Evidence of physical stock and transaction record of current orders/delivery notes (Minimum value of Kshs 6 million in the past 1 year). To be verified through visit	
5	Personnel	Qualified sales staff with experience in spare parts sales. Attach copy of cv and certificates	
6	Financial capacity	Turnover of at least Kshs 3 million. Attach copy of audited financial statements for the last 1 year or certified copies of bank statements for the last 6 months prior to the date of tender	
7	Recommendations	Copies of three (3) recommendations from	



		key clients in the last 6 months prior to the date of tender	
8	Branch network	Provide postal address, county, town, street, telephone, email for countrywide branch network	

### **SCHEDULE 3: Motor Vehicle Body Building, Panel Beating and Spray Painting**

<b>Item</b>	<b>Description</b>	<b>Requirement</b>	<b>Compliant (yes/no)</b>
1	Trade license	Copy of a valid Trade license	
2	Business location	Provide postal address, county, town, street, telephone, email	
3	Workshop premises	Clean, identifiable with signage, accessible by road with parking, clean toilets, and adequate lighting, phone, email and printer services. To be verified through visit	
4	Workshop Manager/supervisor	Minimum Diploma in Auto / Mechanical Engineering or equivalent. Attach copy of CV and academic certificates	
5	Personnel	Minimum three (3) skilled panel beater/spray painter craftsmen with at least three (3) year work experience. Attach copy of cv and certificates	
6	Auto body panel shop	Clean and tidy work area with panel beater tool box, jigs, welding sets, grinder, dent puller, rivet gun. To be verified through visit	
7	Paint shop	Clean and tidy paint booth with compressed air facility, spray guns, air respirators. To be verified through visit	
8	Health, safety and security	Workshop secured with perimeter wall, guarded 24 hours, well ventilated with fire extinguisher equipment and first aid box. To be verified through visit	
9	Financial capacity	Turnover of at least Kshs 1 million for the last 1 year. Attach copy of audited financial statements for the last 1 year or certified copies of bank statements for the last 6 months prior to the date of tender	
10	Recommendations	Copies of three (3) recommendations from key clients in the last 6 months prior to the date of tender	
11	Insurance	Copy of insurance policy against theft and burglar, fire, accident/incident, riots, WIBA	

**SCHEDULE 4: Engineering Fabrication, Fittings, Machining of Parts and Supply of Fasteners**

<b>Item</b>	<b>Description</b>	<b>Requirement</b>	<b>Compliant (yes/no)</b>
1	Trade license	Copy of a valid Trade license	
2	Business location	Provide postal address, county, town, street, telephone, email	
3	Workshop Manager/supervisor	Minimum Diploma in Mechanical Engineering or equivalent with experience in engineering fabrication and machining services. Attach copy of CV and academic certificates with e	
4	Personnel	Minimum three (3) skilled mechanical craftsmen with at least three (3) year work experience. Attach copy of cv and certificates	
5	Workshop facility	Adequate, clean and tidy work space, lathe machine, grinder, drill bench, cutters, work bench with vice. To be verified through visit	
6	Financial capacity	Turnover of at least Kshs 1 million for the last 1 year. Attach copy of audited financial statements for the last 1 year or certified copies of bank statements for the last 6 months prior to the date of tender	
7	Recommendations	Copies of three (3) recommendations from key clients in the last 6 months prior to the date of tender	
8	Work done	Evidence of transaction for work done in the last 6 months. Attach copy of orders/delivery notes	

**SCHEDULE 5: Motor Vehicle Towing and Recovery Services**

<b>Item</b>	<b>Description</b>	<b>Requirement</b>	<b>Compliant (yes/no)</b>
1	Trade license	Copy of a valid Trade license	
2	Business location	Provide postal address, county, town, street, telephone, email	
3	AA Kenya certificate	Copy of certificate of appointment by Automobile Association of Kenya	
4	Capacity	Evidence of availability of towing and recovery equipment. At least two (2) tow trucks. To be verified through visit	
5	Coverage	Indicate towns/areas of coverage for towing and recovery services	

**SCHEDULE 6: Motor Vehicle Speed Governors, Limiters and Alarm Systems**

<b>Item</b>	<b>Description</b>	<b>Requirement</b>	<b>Compliant (yes/no)</b>
1	Trade license	Copy of a valid Trade license	
2	Business location	Provide postal address, county, town, street, telephone, email	
3	Manufacturers authorization	Copy of valid manufacturer authorization to fit motor vehicle speed governor/limiter.	
4	Licenses	Copy of KEBS permit and NTSA license	

**SCHEDULE 7: Upholstery Cleaning**

<b>Item</b>	<b>Description</b>	<b>Requirement</b>	<b>Compliant (yes/no)</b>
1	Business permit	Copy of valid local authority business permit	
2	Business location	Provide postal address, county, town, street, telephone, email	
3	Cleaning facility	Washing bays with adequate space, sufficient water supply, good drainage and vehicle undercarriage access. To be verified through visit	
4	Cleaning equipment	High pressure car washing machine and car wash vacuum cleaner. To be verified through visit	

**SCHEDULE 8: Servicing, Calibration and Repair of Motor Vehicle Injectors and Injector Pumps**

<b>Item</b>	<b>Description</b>	<b>Requirement</b>	<b>Compliant (yes/no)</b>
1	Trade license	Copy of a valid Trade license	
2	Business location	Provide postal address, county, town, street, telephone, email	
3	Manufacturers authorization	Copy of valid manufacturer authorization as agent for products	
4	Ability to service	Clean room with test bench, injector testers and service tools. To be verified through visit	
5	Ability to supply	Evidence of physical stock and transaction record of current orders/delivery notes for supply of injectors and injector pumps. To be verified through visit	

6	Recommendations	Copies of three (3) recommendations from key clients in the last 6 months prior to the date of tender	
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#### **SCHEDULE 9: Supply of Motor Vehicle Batteries, Battery Acid and Distilled Water**

<b>Item</b>	<b>Description</b>	<b>Requirement</b>	<b>Compliant (yes/no)</b>
1	Trade license	Copy of a valid Trade license	
2	Business location	Provide postal address, county, town, street, telephone, email	
3	Manufacturers authorization	Copy of valid manufacturer authorization as agent for products	
5	Ability to supply	Evidence of physical stock, various battery sizes and transaction record of current orders/delivery notes for supply of motor vehicle batteries. Presence of load testers, terminal cleaner. To be verified through visit	
6	Recommendations	Copies of three (3) recommendations from key clients in the last 6 months prior to the date of tender	

#### **SCHEDULE 10: Tyre Fitting, Wheel Balancing and Wheel Alignment Services**

<b>Item</b>	<b>Description</b>	<b>Requirement</b>	<b>Compliant (yes/no)</b>
1	Trade license	Copy of a valid Trade license	
2	Business location	Provide postal address, county, town, street, telephone, email	
3	Tyre services capacity	Wheel balancer, wheel aligner and tyre changer equipment. To be verified through visit	
4	Recommendations	Copies of three (3) recommendations from key clients in the last 6 months prior to the date of tender	

#### **SCHEDULE 11: Automotive Electrical & Electronic and Radio Repair Services**

<b>Item</b>	<b>Description</b>	<b>Requirement</b>	<b>Compliant (yes/no)</b>
1	Trade license	Copy of a valid Trade license	
2	Business location	Provide postal address, county, town, street, telephone, email	

3	Capacity for motor vehicle electrical & electronics repair	Test bench for alternators and stators, test lamp, ignition module tester, diode tester. To be verified through visit	
4	Personnel	Minimum two (2) auto electricians with at least three (3) years' work experience. Attach copy of cv and certificates.	
5	Recommendations	Copies of three (3) recommendations from key clients in the last 6 months prior to the date of tender	

### **SCHEDULE 12: Servicing and Repair Of Hydraulic Systems and Equipment**

<b>Item</b>	<b>Description</b>	<b>Requirement</b>	<b>Compliant (yes/no)</b>
1	Trade license	Copy of a valid Trade license	
2	Business location	Provide postal address, county, town, street, telephone, email	
3	Manufacturers authorization	Copy of valid manufacturer authorization as agent for products	
4	Capacity for repair and service of hydraulic systems	Tools for cylinders, pumps, pistons, valves, hydraulics systems repairs. To be verified through visit	
5	Recommendations	Copies of three (3) recommendations from key clients in the last 6 months prior to the date of tender	

## SECTION IV: ADDITIONAL REQUIREMENTS

Tenderers should provide the following details that will be used for purpose of technical evaluation.

1. Agents shall provide copies of Letters of appointment by the manufacturer(s) to be dealers.
2. In the Table below, please indicate as appropriate the Regions(s)/Sub-Region(s) where you wish to be considered for provision of services &/or supply of goods.

REGION / SUB-REGION	LOCATION OF REGIONAL OFFICE	CLOSEST LOCATION OF SERVICE / SUPPLY CENTRE	TICK AREA OF INTEREST AS APPROPRIATE
Central Office	Stima Plaza – Nairobi	Nairobi	
7 Forks	Gitaru central office - 7 Fork Stations	Embu	
Upper Tana	Wanji Power station	Muranga Thika	
Kipevu	Kipevu Power station	Mombasa	
Turkwel	Turkwel Power station	Kitale	
Olkaria	Olkaria Power station	Naivasha Nairobi	
Sondu Miriu power project	Sondu Miriu Power Station	Kisumu	
Gogo P/Station	Gogo	Migori	

## **APPENDIX I: LIST OF SERVICES AND GOODS**

1. General Service and repair of Motor Vehicles.
2. Supply of vehicle spare parts and accessories
3. Motor vehicle body building, panel beating and spray painting.
4. Engineering fabrication, fittings, machining of parts and supply of fasteners
5. Motor Vehicle Recovery and towing services
6. Motor Vehicle speed governors, limiters and alarm systems
7. Upholstery cleaning
8. Servicing, calibration and repair of motor vehicle injectors and injector pumps
9. Supply of Batteries, battery acid and distilled water
10. Tyre fitting, wheel balancing and wheel alignment services
11. Automotive electrical & electronic repairs and radio repair services
12. Servicing and Repairs of Hydraulic System and Equipment's

**APPENDIX II: MANDATORY CONFIDENTIAL BUSINESS QUESTIONNAIRE**

*(Must be filled by all applicants or Tenderers' who choose to participate in this tender)*

Name of Applicant(s).....

**You are requested to give the particulars in Part 1 and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business. Part 2 (d) to part 2(i/j) must be filled. You are advised that giving wrong or false information on this Form will lead to automatic disqualification/termination of your business proposal at your cost.**

**Part 1 – General**

Business Name:.....Certificate of Incorporation /  
Registration No. ....Location of business premises:  
Country .....Physical address .....  
Town .....Building.....  
Floor.....Plot No. ....  
Street / Road .....Postal Address .....  
Postal / Country Code.....Telephone No's.....  
Fax No's. ....E-mail address .....  
Website .....  
Contact Person (Full Names) ..... Direct / Mobile No's.....  
Title ..... Power of Attorney (Yes / No)  
If Yes, attach written document.  
Nature of Business (Indicate whether manufacturer, distributor, etc) .....

**(Applicable to Local suppliers only)**

Local Authority Trading License No. .... Expiry Date .....  
Value Added Tax No.....  
Value of the largest single assignment you have undertaken to date (USD/KShs)  
.....  
Was this successfully undertaken? Yes / No. ....(If Yes, attach reference)  
Name (s) of your banker (s)  
.....  
Branches ..... Tel. No's. ....

**Part 2 (a) – Sole Proprietor (if applicable)**

Full names .....  
Nationality..... Country of Origin.....  
.....  
Company Profile ..... (Attach brochures or annual reports in case of public company)

**Part 2 (b) – Partnerships (if applicable)**

Give details of partners as follows:

**Full Names Nationality Citizenship Details Shares**

1. ....  
2. ....  
Company Profile .....(Attach brochures)

**Part 2 (c) – Registered Company (if applicable)**

Private or public .....  
Company Profile .....(Attach brochures or annual reports in case of public companies)

State the nominal and issued capital of the Company

*Pre-qualification tender for supply of Motor vehicle repair services, spare parts and accessories* 23



Nominal KShs .....  
Issued KShs .....  
List of top ten (10) shareholders and distribution of shareholding in the company. Give details of all directors as follows:-

**Full Names Nationality Citizenship Details Shares**

1.....  
2.....

**Part 2 (d) – Debarment**

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent, corrupt, coercive and obstructive acts with regard to this or any other tender by the KENGEN and any other public or private institutions.

Full ..... Names  
Signature .....  
Dated this ..... day of ..... 2019.  
In ..... the ..... capacity ..... of  
Duly authorized to sign Tender for and on behalf of .....

**Part 2 (e) – Bankruptcy / Insolvency / receivership.**

I/We declare that I/We have not been declared bankrupt or insolvent by the competent Authorities in Kenya and neither are we under receivership:

Full ..... Names  
Signature .....  
Dated this ..... day of ..... 2019.  
In ..... the ..... capacity ..... of  
Duly authorized to sign Tender for and on behalf of .....

**Part 2 (f) – Criminal Offence**

I/We, (Name (s) of Director (s)):-

- a) .....
- b) .....

Have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed .....  
For and on behalf of M/s .....  
In the capacity of .....  
Dated this ..... day of ..... 2019.  
Suppliers' / Company's Official Rubber Stamp .....

**Part 2 (g) – Conflict of Interest**

I/We, the undersigned state that I / We have no conflict of interest in relation to this procurement:

- a) .....
- b) .....

For and on behalf of M/s .....  
In the capacity of .....  
Dated this ..... day of ..... 2019  
Suppliers' / Company's Official Rubber Stamp .....

**Part 2 (h) – Interest in the Firm:**

Is there any person/persons in KENGEN or any other public institution who has interest in the Firm? Yes/No  
 ..... (Delete as necessary) Institution .....

.....  
 (Title) (Signature) (Date)

**Part 2(i) – Experience: .**

Please list here below similar projects accomplished or companies / clients you have supplied with similar items or materials in the last XX years.

	Company Name	Country	Contract/Order No.	Value	Contact person (Full Names)	E-mail address	Cell phone No.
1							
2							
3							
4							

**Part 2(i or j) – Declaration**

I / We, the undersigned state and declare that the above information is correct and that I / We give KENGEN authority to seek any other references concerning my / our company from whatever sources deemed relevant, e.g. Office of the Registrar of Companies, Bankers, etc.

Full names

.....  
 Signature.....

For                      and                      on                      behalf                      of                      M/s

.....  
 In the capacity of

.....  
 Dated this .....day of .....2019.

Suppliers' / Company's Official Rubber Stamp

.....

**Appendix III: PREQUALIFICATION SUBMISSION FORM (MANDATORY)**

To: Company Secretary, Legal Affairs Director  
Kenya Electricity Generating Company PLC  
Stima Plaza, Phase II, Kolobot Road: Parklands  
P.O. box 47936 – 00100, GPO  
NAIROBI, KENYA

FAX: 254-2-248848

**Dear Madam/Sir,**

We, the undersigned, offer to comply with the instructions stated in your Request for Pre-qualification for a period of **120 days** and we hereby submit our Tender Document.

Our Tender is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.

We understand you are not bound to accept any tender you receive.

We remain

Yours sincerely,

Authorised Signature: (Rubber Stamp).....

Name and Title of Signatory .....

Name of Tenderer .....

Address: .....