



KenGen

KENYA ELECTRICITY GENERATING COMPANY LIMITED

KGN-HR-01-2017

**PRE-QUALIFICATION FOR PROVISION OF TRAINING
SERVICES TO KENGEN STAFF FOR TWO YEARS
(2017/2018-2018/2019)
(Open National)**

**Kenya Electricity Generation Company Limited
Stima Plaza Phase III, Kolobot Road Parklands
P.O. Box 47936~00100,
Nairobi, Kenya
Website: www.kengen.co.ke**

May, 2017

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PRE-QUALIFICATION NOTICE

The Kenya Electricity Generating Company Limited ('hereinafter referred to as KenGen') invites sealed applications from eligible candidates for purposes of pre-qualifying suppliers of **TRAINING SERVICES FOR A PERIOD OF 2 YEARS**.

Interested eligible firms may obtain information and inspect pre-qualification documents at the office of:

Supply Chain Director,
Kenya Electricity Generating Company Limited
Ground Floor Stima Plaza, Phase III
Kolobot Road, Parklands
P.O Box 47936-00100
NAIROBI, KENYA
Email: tenders@kengen.co.ke
c.c: bkipngok@kengen.co.ke; mgachuhi@kengen.co.ke

Where tender document can be collected in the Supply Chain office – Tender Section or be downloaded from KenGen website www.kengen.co.ke for free. Bidders who download the document from the website must immediately forward their company particulars to: tenders@kengen.co.ke for records and any further clarifications and addenda.

Applications for pre-qualification (one original and two copies) must be submitted in plain sealed envelopes clearly marked as follows: '**PRE-QUALIFICATION FOR TRAINING SERVICES FOR TWO YEARS and** addressed to;

**Company Secretary & Legal Affairs Director
Kenya Electricity Generating Co. Ltd,
10th Floor, Stima Plaza Phase
III, Kolobot Road, Parklands,
P O Box 47936 - 00100.
NAIROBI, KENYA.**

And must be dropped in the Tender Box located on the Ground Floor of Stima Plaza, Phase III, on or before: **14th June 2017 at 10.00am**

Tenders will be opened **14th June 2017 at 10.30am in** the presence of tenderers' representatives who may choose to attend in the Pension Plaza ii, ground floor.

SUPPLY CHAIN DIRECTOR

SECTION 1. INFORMATION TO TENDERERS

INTRODUCTION

- 1.1. The Kenya Electricity Generating Company Limited wishes to select training/consulting firms who will be invited to tender for training Services in the 2017/2018 and 2018/2019 financial years. A summary of the range of courses to be conducted in the period is given in Part II of this document and more information on specific courses will be given on the Request for Quotation). Document to be distributed to the shortlisted candidates at the time of bidding.
- 1.2. The information in this document is for orientation purposes to enable consultancy firms evaluate their interest in tendering and conducting courses covered by this invitation, and is not a guarantee of the actual conditions under which the training services will be tendered or executed.
- 1.3. The Pre-qualification Tender document and the Tenderers response thereof shall be the basis for pre-qualification. Tenderers must familiarize themselves with the requirements described in this document including all attachments and take them into account while preparing the response.
- 2.3.1 This invitation for pre-qualification is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.
- 2.3.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 1.4. KENGEN does not bind itself to assign provision of training services but shall endeavor to ensure tenders for specific goods and services will be treated equitably. The short listing of applicants who will thereafter be invited to tender will be made by KenGen on the basis of the criteria set out in Part IV (4.02) of this document.
- 1.5. Applicants will be informed in writing of the results of the application, without assigning any reason for KenGen's decision thereof. Only short listed applicants will be invited to tender for Training /Consultancy services thereafter.
- 1.6. Tenderers will meet all costs associated with preparation and submission of their applications.
- 1.7. It is KenGen's policy to require that Tenderers observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, KenGen:
 - a) defines, for the purpose of this provision, the terms set forth below as follows:

- (i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/Employer in the pre-qualification process; and
- (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer, and includes collusive practices among Tenderers (prior to or after submission of Tenders) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.
- (b) Will reject a Tender for pre-qualification if it determines that a Tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question;
- (c) Will declare a Tender ineligible, for pre-qualification if at any time it determines that Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract; and
- (d) Will have the right to examine financial records relating to the performance of such services to determine capability.
- (e) Will have the right to inspect the business premises of the tenderer.

1.8 Tenderers shall furnish information as described in the pre-qualification tender document.

1.9 Tenderers shall be aware of the provisions on fraud and corruption stated in the standard contract under the clauses indicated in the Data Sheet.

2. DOCUMENTS COMPRISING THE REQUEST FOR PRE-QUALIFICATION

2.1 Three (3) days before the Tender submission date. Any request for clarification must be sent in writing by mail or electronic mail to the Purchaser's/Employer's address. The Purchaser/Employer will respond in writing by normal postal mail or electronic mail to such requests and will send copies of the response to all Tenderers who intend to submit tenders.

3 PREPARATION OF TENDER DOCUMENTS

3.1 Tenderers are requested to submit a Tender written in English language.

3.2 Tenderers are expected to examine the documents comprising this Request for pre-qualification in detail. Material deficiencies in providing the information requested may result in rejection of a Tender.

3.3 Tenderers are required to meet the qualification criteria stipulated in Section 2. Those who do not meet the requirements need not submit tenders. Only tenders, which fulfill these requirements, will be considered for detailed evaluation.

3.4 The pre-qualification documents shall not include any financial proposal information other than audited accounts for the last 2 years.

4 SUBMISSION, RECEIPT, AND OPENING OF TENDERS

4.1 Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and reference number and deposited in the tender box at (address and location) or be addressed to (*procuring entity's name and address*) so as to be received on or before (*day, date and time*).

4.2 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant's disqualification

4.3 An authorized representative of the Tenderer should initial all pages of the tender document.

4.4 The Tender should be prepared and submitted in **2 (two) copies** in a plain sealed envelope marked:

'PRE-QUALIFICATION FOR SUPPLY OF TRAINING SERVICES

And delivered to:

**Company Secretary & Legal Affairs Director
Kenya Electricity Generating Company Ltd
10th Floor, Pension Plaza II
P.O. Box 47936-00100 GPO
NAIROBI, KENYA**

4.5 Deadline for Submission

The closing time for the Tender shall be **14th June 2017 at 10.00am**-and shall be sent to the above address. Tenders shall be marked on top "**DO NOT OPEN BEFORE 14th June 2017 at 10.00am**

4.6 Late Tender

Any Tender received after the deadline pursuant to clause 4.4 shall be rejected as a late tender and shall not be considered.

4.7 Tender Opening and Evaluation

4.7.1 A committee of officials shall open the Tender immediately after the closing time for submission of the Tender.

4.7.2 The Purchaser will prepare a record of the Tender opening.

5.0 QUALIFICATION REQUIREMENTS

- 5.1 KenGen will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.
- 5.2 Tenderers shall not contact KenGen on the matter relating to their tender from the time of opening to the time the evaluation is finalized and official communication is sent to them. Any effort by the Tenderer to influence KenGen in the Tender evaluation shall result in the rejection of their tender.
- 5.3 Pre-qualification will be based on meeting the following minimum criteria regarding the Applicant's legal status, general and particular experience, personnel and financial position as demonstrated by the responses in the attached Forms in the Tender.

MANDATORY REQUIREMENTS FOR PRE-QUALIFICATION

The bids shall be evaluated against the following mandatory requirements;

- i. A copy of Certificate of Registration/Incorporation in Kenya
- ii. A copy of a valid National Industrial Training Authority (NITA) Certificate
- iii. Valid Tax Compliance Certificate/Exemption Certificate.
- iv. Evidence of Physical Address and Premises
- v. Evidence of Bank Account in the entities name
- vi. Audited accounts for the last two (2) years
- vii. Duly filled and completed confidential Business Questionnaire and Declaration Forms.
- viii. A signed statement that the bidder is not debarred from participating in public procurement.
- ix. Single business Permit.
- x. Signed Business /company profile - Must define the line of operation. The firm must have been involved in training in similar field for at least two (2) years.
- xi. Completeness of tender - Bidder must provide all the necessary requirement information in the tender
- xii. Evidence of experience in the line of Training – Attach at least three LPOs or Contracts awarded in the defined line of interest
- xiii. Duly signed, paginated and serialized bid document with referenced table of contents for all the attachments
- xiv. Attach a profile of at least 3 key trainers in the firm with following qualification
 - Must have professional certification in the relevant field
 - Must have minimum degree in the relevant field with at least five years' experience in the specified area

- 5.4 The applicants should have registered offices and KenGen reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods/services.
- 5.5 Tenderers who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods/services as and when required.
- 5.6 KenGen reserves the right to accept or reject any or all Tenders without the obligation to assign any reason (s) for its decision thereof.

6 CONFIDENTIALITY

- 6.1 Information relating to evaluation of Tenders and recommendations concerning pre-qualification shall not be disclosed to the Tenderers until the pre-qualified firms have been advised accordingly.

7. Joint Venture

- 7.1 Joint ventures must comply with the following:-

Any future bid shall be signed so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the joint venture agreement providing the joint and several liability with respect to the contract.

- 7.2 The pre-qualification of a joint venture does not necessarily pre-qualify any of its members individually as a member in any other joint venture or association. In case of dissolution of a joint venture, each one of the constituent firms may prequalify if it meets all the prequalification requirements, subject to a written approval of the procuring entity

8. Conflict of Interest

- 8.1 The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification and bidding documents for the project, or with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the dis-qualification of the applicant.

9. Updating Pre-qualification Information

- 9.1 Pre-qualified candidates shall be required to update the financial information used for pre-qualification at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the pre-qualification of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
Eligibility	The Prequalification is open to all service providers Registered in Kenya and meet the tender Requirements.
Clarification request.	Bidders with clarification request must send their request to tenders@kengen.co.ke and copy to bkipngok@kengen.co.ke and mgachuhi@kengen.co.ke
Tender closing date	Tender closes on 14th June 2017 at 10.00am and will opened immediately thereafter in the presence of bidders representative who choose to attend.
Evaluation Requirements	<p>Additions to Clause 5.0 – evaluation requirements</p> <ul style="list-style-type: none"> - The applicant shall demonstrate that it has access to, or has available, liquid assets, , lines of credit and other financial means sufficient to meet the training services - Audited accounts shall be submitted and must demonstrate the soundness of the applicant’s financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant’s bankers. - Litigation history, the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application - The applicant must specify the discipline of training in the application that will be considered alongside the company profile. <p>Joint venture – Additional Requirements</p> <ul style="list-style-type: none"> i. All joint venture / consortium partners will be jointly and severally liable to the KENGEN for the services under contract. The joint venture /consortium partners must appoint one among them to be the sponsor firm

	<p>who will legally represent the joint venture /consortium for all their rights and obligations under the tender and the contract vis-a vis the KENGEN and who will accept full responsibility for and on behalf of the consortium for the contract supervision and provision of services.</p> <p>ii. Any change in the formation of a joint venture /consortium or sub-contractor(s) will be subject to KENGEN’s approval in writing prior to the deadline set for receipt of tenders. Such approval shall not be granted if, among other things, any change in the proposed formation would result in the KENGEN’s opinion result in: a) a substantial reduction of competition, b) the inclusion of a firm which had not previously been shortlisted (either individually or as a part of another joint venture/consortium), c) or lowering of the qualifications of the joint venture / consortium below the minimal standards stated as acceptable in the Expression of Interest</p>
Fraud & Corruption	<p><i>‘KenGen Adheres to high standards of integrity in its business operations. Report any unethical behavior immediately. KenGen Call Tip-offs Anonymous system Toll Free: 0800722626 Free Fax: 00800 007788 Email: kengen@tip-offs.com Visit our web: www.tip-offs.com</i></p>

TENDER SUBMISSION FORM

To:

Company Secretary & Legal Affairs Director
Electricity Generating Company Limited
Stima Plaza, Phase III, Kolobot Road: Parklands
P.O. box 47936 – 00100, GPO
NAIROBI, KENYA

FAX: 254-2-248848

Dear Madam/Sir,

We, the undersigned, offer to supply the required goods/services in accordance with your Request for Pre-qualification 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,

Authorized Signature (Rubber Stamp).....

Name and Title of Signatory

Name of Tenderer

Address:

SECTION 2: SCOPE OF WORK

PART II: SUMMARY OF THE COURSES TO BE CONDUCTED IN 2017/2018 AND 2018/2019 FINANCIAL YEARS

CATEGORIES OF TRAINING PROGRAMS

Due to the dynamic nature of the Company's operations, training requirements may vary from time to time. The main categories of Company approved training courses include but are not limited to:

1. TEAM BUILDING SERVICES

Team leadership & motivation skills, Creating High Performing Teams.
Common goal setting, employee surveys, achievement of goal clarity, commitment, confidence building cultivating the "US", workplace communication, leadership shifts, modalities on how to Work as a team & also Play as a team.

2. FACILITATION OF TEAMBUILDING ACTIVITIES FOR VARIOUS GROUPS

Various physical/practical team building activities that encourage everyone's participation, ice breaking and psychologically able to pull down barriers between team members. Emphasize and inculcate team spirit, achieve paradigm shifts.

3. CORPORATE AFFAIRS, COMMUNICATIONS & COMMUNITY DEVELOPMENT & LIAISON

Public relations training, Corporate Brand Management skills, Effective Corporate communication skills
Public relations crisis Management, Media Relations & Management, Communications Strategies, Community Development Training, Community Development Training, Effective Public speaking & presentation skills

4. CHANGE MANAGEMENT

Change management & implementation, Organizational Development

5. NEGOTIATION, CONFLICT MANAGEMENT & RESOLUTION

Conflict management & Resolution course, Conflict resolution in integrated resource management,
Negotiation skills (for Employees management), Arbitration Training, Mediation

6. CUSTOMER CARE

Customer care training, Customer relations-Strategic business options, Customer relationship excellence training

7. MENTORSHIP AND COACHING

Coaching benefits, Difficulties of Coaching in the Workplace, Overcoming These Difficulties Knowledge transfer, Reverse mentoring, Diversity mentoring, innovation stimulation, Leadership development, Employee Career Development through mentorship, creativity cultivation.

8. HUMAN RESOURCE MANAGEMENT

Training on all principal spheres of Human Resource Management including Employee Relations, Training and Development, Performance Management, Human Resource Systems, Administration, Planning and Recruitment, Career and Succession Planning, HR management strategies Development, Reward & salary administration, Pay Structures & Grades, H.R Metrics & Analytics, Training of Trainers, Talent Management, Effective Registry skills. HR for Non HR staff.

9. PRE-RETIREMENT

Societal Expectations, Knowledge and Skills for planning, Change Management, Self-Management, Stress and Time management, Career Options, Investment Analysis, Entrepreneurial and Self-reliance skills, Identify Business Opportunity, Preparation of bankable Business plans.

10. DISASTER PREPAREDNESS & MANAGEMENT

Occupational Health & Safety Training, Emergency & disaster management training, Fire detection system & management course, Firefighting & emergency response, First aid, Sign language

11. DRILLING

Cementing technology, Control & operation of electric rigs, Directional drilling technology, Drilling fluids training, Drilling of geothermal wells, Drilling Operation & maintenance of equipments, Electrical rig operation & maintenance, O&M of DC driven electric rig, well logging

12. ENVIRONMENT & FORESTRY MANAGEMENT

Environment impact assessment & natural resources management, environment audit training Waste management & solid waste management, Tree Nursery, Afforestation & Field training

13. FACILITIES MANAGEMENT

Training on facilities management, Building maintenance management, Civil & building construction & maintenance course, Construction management, management of construction labour, Property management skills

14. FINANCE & INTERNAL AUDIT

ACCA professional training

Detection & prevention of fraud, Anti-money laundering, & finance crimes prevention & investigation, Pro audit training on audit tools

Financial Accounting, Management, Forecasting Training, Budget Planning, Monitoring & Control, Credit management & debt recovery, Finance for non-finance managers

COBIT foundation course (ISACA), Certified in Control Self -Assessment (CCSA) Course

Corporate finance training, Cash & treasury management, Taxation Training, Financial modeling techniques, Trade finance & treasury management.

IFRS course on derivatives & hedges, International financial reporting standards

Payroll preparation, process training.

Planning, implementing & auditing critical security controls.

15. G.I.S. (GEOPHYSICAL INFORMATION SYSTEM)

Basic survey skills and related software

Basic training in GIS analytical skills

Data manipulation, interpretation & analysis, field acquisition & data logging system

Development, monitoring geothermal well discharge testing

Instrumentation & telemetry training

Numerical data modeling

Qualitative data analysis & reporting

Seismic software training

Spatial science & remote sensing & geo science training

16. GEOLOGY

Basic geothermal course, Earth / Geo science training, Fluid exclusion training, geochemical well discharge testing, Geological logging techniques, H₂S Training course, Operation & service of XRD, mineralogy training

17. HEALTH MANAGEMENT

Maternal, child health & family planning, Medical management training, Psychological counseling courses

18. I.C.T (Information, Communication & Technology)

Information system audit & IT risk management, Archi-cad software use, Auto-Cad training - Introduction & Advanced CCNA certification, CCNP, IPT, CCTV Technical training, CISCO

certified network associate & CISCO certified network professional, Data communication & computer networks training
Development, implementation, monitoring ICT strategies & plan
ITIL training, MCITP in enterprise Admin training, SQL server database administration
Microsoft certified IT professional & Exchange 2010, Windows 2008 Active Directory
NMS, network & security training PABX training
SAP Training (Basis training, ESS, HR Certification, Project System, Balanced scorecard, data Mgmt, Record Mgmt, Logistics, and Payroll
SCADA & process controls, systems & Security
Solaris administration 1, 2+, Advanced, A+ certification, SPSS training
Voice & data cabling (fiber installation & testing) training, advanced training in IP telephony

19. LEGAL

Contract administration & legal issues, Contract management training, Corporate Governance

20. MANAGEMENT DEVELOPMENT, LEADERSHIP & SUPERVISORY SKILLS

Supervisory training, Basic leadership skills, Interpersonal relationships, Effective Team supervisory & Motivation skills, Leadership & time management, Leadership for High Performing team.

21. PROJECT MANAGEMENT & EXECUTION

Project funding & budget management, Project construction management, Project management & execution training, Project management & loans modules, Project & contract management, Project & program management monitoring & control, Project budgeting & cost control, Risk management for major projects, Social & environment monitoring of projects & program ,Prince2 Project Management course

22. PROTECTIVE SERVICES & RISK

Corporate security management & assurance training, Development., Implementing & monitoring protective service plan, Exposure to security & transport management, Implementation of admin transport & security projects,
Security & surveillance training & Management

23. QUALITY ASSURANCE

ISO & EMS audits training, QMS & EMS training, QMS, EMS & OSHA systems auditing, Lead auditor course in EMS & QMS, Occupational health & safety training, Energy Management

24. RECORDS MANAGEMENT

Document management, Information resources concepts training, Monitoring & control (design & implementation), Records management training, Advanced training in electronic records

management documentation, E-record management, Archives Management, Graphics Design in publishing,

25. REGULATORY AFFAIRS

Power Purchase Agreements design, Tariff Setting

26. RESERVOIR MANAGEMENT

Reservoir modeling training, Reservoir well logging, data analysis, modeling & report writing

27. RISK MANAGEMENT

Advanced course in risk management & assessment, Fraud risk management, Safety & risk management training

28. SECRETARIAL

Effective Office Administrator, IT Skills for Executive Assistants, Career Advancement for Executive Assistants, Telephone Skills

29. SHARES

Investor Relations, Capital Markets Training, C.F.S., Portfolio Management

30. STRATEGY

Strategic planning & management, Economic analysis & financial modeling, Energy economics, power markets & strategic planning, Exposure to strategic/corporate planning training, Strategy in action

31. SUPPLY CHAIN

Bidding documents & tender evaluation, Combating corruption in procurement, Contract Negotiation, administration & management, Effective management in warehousing, FMS (fuel management system) training, Material management system packages (e.g. batch management), Monitoring & audit of procurement performance, Projects procurement & clearing & forwarding procedures, Stock control & management, Procurement for donor funded projects training, World bank procurement methods in relation to public companies, Procurement act training, Procurement risk management, Public sector procurement training

32. TECHNICAL SERVICES / ELECTRICAL WORKSHOP

Advance training on armature rewinding & multiple speed motors, Generator/motor rewinding, Hydraulics & pneumatics course, Level 1 training in instrumentation & electrical Effective

management-work scheduling, High pressure welding , Lubricants training, Plant maintenance & ILS operations, Pumps service & maintenance ,Rotating plant maintenance & repairs, Simulation & testing of control & protection equipment training , Training in electronics & PCC , Transformer & generator repair , Turbo charger service & installation Reliability & Maintenance training, Thermo logy Training, Maintenance planning & Scheduling Maintenance & Diagnostics for Electric Motors

33. TECHNICAL – GEOTHERMAL, HYDRO

Excitation systems, Automatic voltage regulators & control systems Machine operation & maintenance, Mechatronics engineering ,NDT levels 1 2 & 3 Noise & air dispersion modeling, PLCs & trouble shooting methods ,Preventive maintenance training Air conditioning & refrigeration, Batteries production & maintenance , Cable maintenance & jointing ,DC machine circuits training , Fluid flow & centrifugal pumps training ,Governor systems training PLC programming & trouble shooting ,Root cause analysis course ,Vibration Analysis

34. TECHNICAL – THERMAL

Advanced diesel engines, Calibration of measurement & monitoring devices, Centrifuge operation ,repair & maintenance & service ,Engine training & maintenance (emphasis on diesel engine) Process Simulations, Sigma six (Process Capability studies and defects Analysis), Process Design and Engineering

36. TRANSPORT, LOGISTICS & FLEET MANAGEMENT

Defensive driving course, Earth moving & mobile equipment operation, Exposure to structural engineering works, Fuel logistics, Logistics management, Motor bearing course, Overhaul of engines & maintenance of trucks, road safety Training, Vehicle maintenance & care course, Advanced modern fleet management, Technician automotive training, Transport & logistics training, Transport economics policy, Transportation logistics

37. WIND TURBINES

Dis-assembly and assembly of wind turbine parts, Advanced troubleshooting of faults in wind turbines, Wind turbine technology, High pressure hydraulics and pneumatics in wind turbines training., Bearing technology and lubrication course, Safety and rescue operation in wind turbines, Protection relays programming skills, Servers, software and programming Vista V52 turbines.,

38. E-LEARNING SERVICE PROVIDERS

Provision of platform and content that facilitates impactful e-learning. Depending on each case, the provider may only avail a platform in liaison with another provider that would provide content.

SPECIFIC COURSE DETAILS

More details on the specific courses will be given on the Request for Proposal (RFP) document that will be distributed to the short listed firms at the time of bidding.

Note:

1. Please note that specific months for the trainings will be agreed upon between KENGEN and the tenderer. In any event, at least one month's notice prior to the training will be given by KENGEN.
2. Some of the training services will be conducted in other KENGEN Regions namely, Western Hydros (Kisumu) Eastern Hydros (Embu) Geothermal (Olkaria, Naivasha) and Kipevu, Mombasa.

SECTION 3

PART III - BRIEF CONTRACTUAL CONDITIONS

3.1 PARTICIPATION IN TENDERS

While it is acceptable for any applicant to express interest both individually and as a partner of a consortium or joint venture, it will not be acceptable for any applicant to submit or participate in more than one application and any/all applications in violation to this rule will be rejected.

3.2 SUBCONTRACTING

Subcontracting is permitted only after obtaining written approval from KENGEN, but the Prime Contractor or Joint Venture will remain responsible for the satisfactory delivery of training and overall execution of the contract which will be signed between KENGEN and the successful Training/Consulting firms before commencement of such training.

SUPPLIER PRE-QUALIFICATION QUESTIONNAIRE

PART A (TO BE COMPLETED BY THE BIDDER)

- (A) COMPANY'S NAME
- (B) P.O. BOX
- (C) PHYSICAL ADDRESS
- (D) NAME OF STREET
- (E) TELEPHONE NUMBERS
- (F) FAX NUMBERS
- (G) E-MAIL

DEFINATION OF BUSINESS

Indicate whether sole proprietor, Company or partnership

NATURE OF BUSINESS

Specify and give descriptive details of the goods/services you wish to render (Select from list in Appendix A)

.....

NAME OF DIRECTOR/DIRECTORS: -

A) (B)

ASSOCIATE COMPANIES

A)..... (E).....

B)..... (F)

C) (G)

D) (H)

NUMBER OF STAFF EMPLOYED (1) TECHNICAL

(2) SEMI -SKILLED

PERIOD IN BUSINESS

OTHER ORGANIZATIONS/COMPANIES WHERE YOU SUPPLY

A)

B)

C)

D)

E)

Give their full address and the range of items you supply
(This may be done on a separate sheet)

Name(s) of Banker(s)

Account Number (s).....

TERMS OF PAYMENT

Our Payment Terms are 30 days from the date of invoice/delivery on receipt/acceptance of goods/services.

RANGE OF PRODUCTS/SERVICES YOU SPECIALISE IN

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

HAVE YOU PREVIOUSLY BEEN SUPPLYING GOODS TO KENYA ELECTRICITY GENERATING COMPANY LIMITED

IF YES, WHICH MATERIALS

.....

INDICATE THREE OF OUR LATEST ORDERS

.....
.....

DO YOU HAVE ANY PENDING ORDERS WITH US? IF SO GIVE DETAILS

.....
.....

HAVE YOU EVER FAILED TO HONOUR OUR LPO? IF SO GIVE DETAILS

.....

HAS YOUR CONTRACT EVER BEEN TERMINATED BY KENYA ELECTRICITY GENERATING COMPANY?

YES..... NO

IF YES, GIVE DETAILS ON A SEPARATE PAPER

DECLARATION

I/We the undersigned state that the above information is correct and that I/We give the Kenya Electricity Generating Company Limited authority to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Company Registrar's office, Bankers etc

Signed

For and on behalf of M/s

In the capacity of

Dated this day of2017

Suppliers/Company's rubber Stamp

APPLICATION FORM (1)

GENERAL INFORMATION

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact
4.	Fax	E-mail
5.	Place of incorporation/registration	Year of incorporation/registration

Nationality of owners		
	Name	Nationality
1.		
2.		
3.		
4.		
5.		

APPLICATION FORM (2)

GENERAL EXPERIENCE RECORD

Name of Applicant or partner of a joint venture

Annual turnover data (Construction only)		
Year	Turnover	Kshs.
1.		
2.		
3.		
4.		
5.		

APPLICATION FORM (2A)

JOINT VENTURE SUMMARY

Names of all partners of a joint venture
1. Lead partner
2. Partner
3. Partner
4. Partner
5. Partner
6. Partner

APPLICATION FORM (5)

PERSONNEL CAPABILITIES

Name of Applicant

1.	Title of position Name of prime candidate Name of alternate candidate
2.	Title of position Name of prime candidate Name of alternate candidate
3.	Title of position Name of prime candidate Name of alternate candidate
4.	Title of position Name of prime candidate Name of alternate candidate

APPLICATION FORM (5A)

KEY PERSONNEL

Name of Applicant

Position		Candidate * Prime * Alternate
Candidate information	1. Name of candidate	2. Date of birth
	3. Professional qualifications	
Present employment	4. Name of employer	
	5. Address of employer	
Telephone		Contact (manager/personnel officer)
Fax		E mail
Job title of candidate		Years with present employer

Summarize professional experience over the last 20 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.

From	To	Company/Project/Position/Relevant technical and management experience

APPLICATION FORM (7)

FINANCIAL CAPABILITY

Name of Applicant or partner of a joint venture

Banker	Name of banker
	Address of banker
 Telephone Contact name and title
	Fax E mail

Financial information in Kshs.	Actual : previous five years		Projected: next two years	
	1.	2.	3.	4.
1. Total assets				
2. Current assets				
3. Total liabilities				
4. Current liabilities				

APPLICATION FORM (8)

LITIGATION HISTORY

Name of Applicant or partner of a joint venture

Applicants, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution (Instructions to Applicants, para. 4.8). A separate sheet should be used for each partner of a joint venture.

Year	Award FOR or AGAINST Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value Kshs.)

***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 - as per the CR12 form)

Private or public
Company Profile (Attach brochures or annual reports in case of public companies)
State the nominal and issued capital of the Company
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 2017.
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 2017.
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 2017.
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 2017
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 3 years.

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

Part 2 (i or j) – Bank account details:

AGPO firms must provide evidence from their bank that the account to which KenGen shall make payment has a youth or a woman or a PWD listed in the **CR12 form/partnership deed/sole proprietor certificate** as a MANDATORY signatory of that account,- **Sec.157 (11) of PPADA:**

Account No:.....**Name of the person(s) in the CR12 form OR in the partnership deed OR in the sole proprietor certificate**...../.....

ID No(s):...../.....**Signature and stamp of the authorized Banker Representative**.....**Date**.....

Part 2(j or k) – 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 2017.

Suppliers' / Company's Official Rubber Stamp