



**KENYA ELECTRICITY GENERATING COMPANY
LIMITED**

KGn-HYD (Tana)-04-2016

PRE-QUALIFICATION OF MACHINING SERVICES
(for a period of Two (2) years)

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

October, 2016

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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 machining services**.

Interested firms may obtain further information from, inspect and/or obtain the Tender Document at the office of:

Supply Chain Director
Tel: (254) (020) 3666000
Fax: (254) (020) 3666200
Email: tenders@kengen.co.ke

The document can also be viewed and downloaded **FREE OF CHARGE** from the website www.kengen.co.ke. Bidders who download the tender document from the website **must forward their particulars immediately for records and any further tender clarifications**

Applications for pre-qualification must be submitted in plain sealed envelopes clearly marked as follows: **“PRE-QUALIFICATION OF MACHINING SERVICES (for a period of Two (2) years)”**

And must be addressed to,

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

Deliver to the Tender Box located on the Ground Floor of Stima Plaza, Phase III on or before **1st November 2016 at 2.00pm**

Tenders will be opened on **1st November 2016 at 2.30pm** in the presence of tenderers' representatives who choose to attend in the Executive Room, 7th Floor, Stima Plaza Phase III.

SUPPLY CHAIN DIRECTOR

SECTION 1

INFORMATION TO TENDERERS

INTRODUCTION

- 1.1. The Kenya Electricity Generating Company Limited (KenGen) will pre-qualify and enlist prospective **Engineering firms** from among those who will have submitted their tenders, in accordance with the tender requirements to undertake the assignments described herein for **two (2) year**.
- 1.2. Bidders are invited to submit a pre-qualification Tender for building and civil contractors.
- 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.
- 1.4. KenGen does not bind itself to assign **Engineering firms** but shall endeavor to ensure tenders for specific goods and services will be treated equitably.
- 1.5. Applicants will be informed in writing of the results of the application, without assigning any reason for KenGen's decision thereof.
- 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 Tenderers may request a clarification on the Tender Pre-qualification document up to two (2) 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, facsimile, or electronic mail to such requests and will send copies of the response to all Tenderers who intend to submit tenders.

3

43 PREPARATION OF TENDER DOCUMENTS

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

4.23.2 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.

4.33.3 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.

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

4.53.5 **Period of Validity**

The request for pre-qualification must remain valid for not less than **90days** from the date of submission.

KenGen will make the best effort to complete the evaluation and communicate within this period.

4 SUBMISSION, RECEIPT, AND OPENING OF TENDERS

4.1 The original Tender Document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the Tenderer. Any such corrections must be initialed by the person or persons who sign(s) the Tender Document.

- 4.2 An authorised representative of the Tenderer should initial all pages of the tender document.
- 4.3 The Tender should be prepared and submitted in **one original** and **one (1) copy** in a plain sealed envelope clearly marked: **“PREQUALIFICATION OF MACHINING SERVICES”** and addressed to:

**The Company Secretary & Legal Affairs Director
Kenya Electricity Generating Company Limited,
Stima Plaza, Phase III, Kolobot Road, Parklands,
P.O. Box 47936-00100 GPO,
NAIROBI, KENYA.**

4.4 **Deadline for Submission**

The closing time for the Tender shall be **1st November 2016 at 2.00pm.** and shall be sent to the above address. Tenders shall be marked on top **“DO NOT OPEN BEFORE. 1st November 2016 at 2.00pm**

4.5 **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.

4.6 **Tender Opening And Evaluation**

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

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

5. General 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.
- 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 for **Two (2) years.**

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.

APPENDIX TO INSTRUCTION TO TENDERERS

The following information regarding the particulars of the tender shall complement supplement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provision 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

| INSTRUCTIONS TO TENDERERS REFERENCE | PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS |
|--|--|
| Eligibility | <i>The tender is open to all eligible bidders</i> |
| Clarification Request by bidders | <i>Clarification request must be sent to tenders@kengen.co.ke and copied to pmugo@kengen.co.ke</i> |
| Tender Security | <i>Tender security is not a requirement</i> |
| Tender Validity | <i>The tender validity 90days</i> |
| Tender Closure | <i>The tender will close on 1st November 2016 at 2.00pm and will be opened immediately thereafter in the presence of bidders representatives who choose to attend.</i> |
| Results of prequalification | <i>KenGen will maintain the list of firms who will qualify as per the evaluation criteria for a maximum of two years. During the period firms from the list will be invited through quotations or through Restricted Method of procurement on rotational basis on need basis.</i> |
| Evaluation | <i>The following shall be the evaluation Criteria</i> A.Mandatory Requirements <ul style="list-style-type: none"> - Evidence of Registration/Incorporation in the Country of domicile - Valid Tax Compliance Certificate for local suppliers or equivalent documentation for foreign bidders - Submission of required copies as requested - Well organized bid document ,serialized and paginated with a |

| | |
|--|---|
| | <p><i>referenced Table of contents</i></p> <ul style="list-style-type: none"> - <i>Duly filled, signed and completed confidential Business Questionnaire.</i> - <i>Manufacturers Authorization</i> - <i>Valid Single Business Permit or equivalent</i> <p><i>B. Technical Evaluation</i></p> <p><i>The following must be attached</i></p> <ul style="list-style-type: none"> - <i>Attach CVs of at least 5 technical staffs showing their qualification and relevance experience</i> - <i>Indicate ownership of workshop and location.(if leased attach a leasing agreement).workshop must be be insured (attach evidence</i> - <i>List equipment to carry out indicated tasks stating their capacity and ratings e.g. Center Distance of head stock to tail stock, biggest job diameter for lathe machines</i> - <i>Three (3) letters of commendation from your corporate clients for similar services.</i> - <i>List of clients and evidence of services to at least three (3) corporate clients (Attach copies of four (3) Purchase orders and their completion certificates if letters not available)</i> - <i>Audited accounts for the last 2 years/ Six (6) months bank statement.</i> - <i>Proof of compliance with prevailing Labour laws in respect to minimum wage, statutory remittances, protective clothing etc.</i> |
|--|---|

SCHEDULE OF EQUIPMENT IN THE TENDERERS WORKSHOP

(List equipment to carry out indicated tasks stating their capacity and ratings)

| NO. | Scope (List of Tasks) | Schedule of equipment (Per task) |
|-----------|---|----------------------------------|
| 1. | Fabrification of machine parts. | |
| 2. | Foundry works. | |
| 3. | Specialized welding such as MIG, TIG, special alloys and cold welding. | |
| 4. | Machining of machine components. | |
| 5. | Re-metalling of various type of bearings. | |
| 6. | Static and dynamic balancing of machine parts. | |
| 7. | Assembly of machine parts that require shrink fit. | |
| 8. | Supply of special materials phosphorus bronze, Hardened rubber cup seals, Thordon SXL sheet for machining segmented shaft seal etc. | |
| <u>9.</u> | <u>Cutting and finishing of special Hoses like hydraulic pipes, oil and petroleum hoses, air hoses .high pressure hoses</u> | |

SCHEDULE OF TECHNICAL STAFF

| NO. | NAME OF STAFF | QUALIFICATION AND EXPERIENCE |
|-----|---------------|------------------------------|
| | | |

TENDER SUBMISSION FORM

To: Company Secretary, Legal & Corporate 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,

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

Name and Title of Signatory

Name of Tenderer

Address:

Please give your comments/suggestions on the tender if any

1.

2.

3.

4.

5.

6.

TERMS OF PAYMENT

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

**HAVE YOU PREVIOUSLY BEEN SUPPLYING GOODS /SERVICES TO KENYA ELECTRICITY GENERATING COMPANY LIMITED
IF YES, GIVE DETAILS**

.....
.....

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

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:
CountryPhysical address
TownBuilding
Floor.....Plot No.
Street / RoadPostal 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
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 2016.
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 2016.
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
Dated this day of 2016.
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 2016
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 | | | | | | | |
| 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 thisday of2016.

Suppliers' / Company's Official Rubber Stamp