

**MINUTES OF PRE-BID MEETING FOR TENDER NO. NMC/ONT/35/2021-2022, NMC/ONT/36/2021-2022 & NMC/ONT/37/2021-2022 HELD IN THE NMC CANTEEN ON 17<sup>TH</sup> DECEMBER, 2021 AT 11:00 A.M**

**Meeting Agenda:**

1. NMC team to clarify issues raised by bidders on each respective tender
2. Bidders/representatives to familiarize with the installation site

**Introduction:**

Meeting commenced at 11.00am at the canteen. SCM representative welcomed bidders/representatives present followed by brief introductions.

The user department representative, Eng. Pius Githu informed all present that since the meeting was happening at the same time, the format would be to start with tender for Generator, Bandsaw machine and lastly the RFP for power factor.

**Minute 1: Clarifications sought during the meeting for each tender:**

**(a) Tender Ref. No. NMC/ONT/35/2021-2022:** Proposed supply, delivery, installation, testing, training and commissioning of a 500KVA Generator

- Price schedule 2 (supply); item no.1 (pg71)– bidder/representative questioned why there was the requirement for enclosure  
NMC response – this was clarified and agreed that the generator must be enclosed in a presentable sound proof container and not in a shipping container
- Price schedule 2 (supply); item no.7 (pg72) – bidder/representative asked to know whether the laptop required had specifications  
NMC Response – The bidders were informed that there were no tailor made specifications for the laptop, but the laptop to be supplied together with the generator must be able to effectively run the generator software

- Price schedule 3 (services) item 2 & 3 (pg72) - bidder/representative questioned why the requirement for training appeared twice, first during reliability run and during 12mo maintenance period

NMC Response – The bidders/representatives were informed that the training under item 3 was to be carried out during the warranty period as part of and together with periodic maintenance, e.g. quarterly or depending on the running hours/maintenance schedule. The training under item 1 was the normal operation training during installation.

Another bidder/representative also requested clarification on item 4 – PPEs requirement

NMC Response – the bidders/representatives were informed that these would be required during installation to cater for two NMC staff

- SCC 12 (pg221) – bidders/representatives enquired to know why payment schedule was not 100% at once or atleast 90%.

NMC Response – bidders/representatives were informed that the payment schedule was favourable to them since processing of the first payment was to start immediately once the Generator lands in NMC, installed and tested. The second payment would follow after training.

The remaining 10% would be paid after expiry of warranty, 12 months after commissioning and cannot be substituted with the performance bond.

Bidders/representatives were advised to submit this final 10% invoice at the expiry of the warranty period to avoid paying KRA before they receive the particular payment

- Delivery schedule - Bidders/representative requested to know if the timelines they would give during the bid preparation and submission would be final.

NMC Response – the bidders/representatives were informed that as much the bid documents formed but of the contract, this element could be negotiated with the winning bidder during contract negotiations

**(b) Tender Ref. No. NMC/ONT/35/2021-2022:** Proposed supply, delivery, installation, testing, training and commissioning of a Bandsaw machine

- Bidders/representatives wanted clarifications on whether the machine was full or semi-automatic, motor rating and supply voltage

NMC Response – bidders/representatives were informed that the machine was semi-automatic as specified in item 18 & 19. On the motor rating for main drive (item no.7); they were informed that it must not be below 4kw. Finally on the issue of supply voltage (item no.6; they were informed that must remain as specified

**(c) Tender Ref. No. NMC/ONT/35/2021-2022: RFP for** proposed supply, installation, testing and commissioning of a new 500KVAR Automatic Power Factor Correction and Accessories

- Phase I & Phase II (pg 75) – bidders/representatives requested for clarification on what this meant

NMC Response – interested bidders/representatives were informed that a solution was required for power factor correction surcharge and another for high starting load demand. The current requirement was to tackle the power factor correction and provide proposal for high load demand for phase II

The user department promised to share consumption data for month of September, 2021 to date.

- Current power factor units (pg74) – bidders/representatives inquired to know whether this tender was for upgrading the existing or installing a brand new unit.

NMC Response – the bidders/representatives were informed that the tender specified a new system.

- Testing and commissioning – bidders/representatives wanted to know how this would be carried out since data on applications or machines was expected to be known.

NMC Response – bidders/representatives were informed that the monthly consumption data might help once shared

- Payment schedule (pg104) – bidders/representatives were concerned about the distribution of the payment in line with the milestone. In their view they wanted the payment to be at least 80% on commissioning.

NMC Response – the bidders were informed that the payment schedule was developed in such away to ensure monitoring of the system. But this can also be renegotiated during contract preparation to ensure both parties interested were adequately accommodated

## **Minute 2: Installation site familiarization**

The bidders/representatives were taken around to the respective installation site for familiarization.

There being no further business, the meeting adjourned entirely at 12.52p.m.