



# **KenGen**

**KENYA ELECTRICITY GENERATING COMPANY  
LIMITED**

**TS-022**

**TENDER FOR PRE-QUALIFICATION OF ELECTRICAL  
INSTALLATION WORKS CONTRACTORS FOR KENGEN POWER  
STATIONS**

**Kenya Electricity Generating Company Limited  
Stima Plaza Phase 3, Kolobot Road, Parklands  
P.O BOX 47936, 00100 NAIROBI.  
Website: [www.kengen.co.ke](http://www.kengen.co.ke)**

**April 2009**

*Tender for Prequalification of Electrical Installation Works Contractor for KenGen Power*

*Stations*

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**SECTION I                    INVITATION FOR PREQUALIFICATION (IFP)**

**Tender No.:**                **TS 022**

**Tender Name: Tender for Pre-qualification of Electrical Installation Works Contractors for KenGen Power Stations.**

KenGen hereinafter referred to as “Procuring entity” intends to register Electrical Contractors for the Areas above.

Eligible candidates may obtain the prequalification document from:

Supply Chain Manager  
Kenya Electricity Generating Company Limited  
Ground Floor, Stima Plaza, Phase III  
Kolobot Road, Parklands  
P O Box 47936 - 00100  
NAIROBI, KENYA  
Fax: (254) (020) 3666200  
Tel: (254) (020) 3666000  
Email: [pkimemia@kengen.co.ke](mailto:pkimemia@kengen.co.ke)

Where the tender document may be collected upon payment of a non-refundable fee of Kenya Shillings **Three Thousand (KShs.3,000.00)** paid in cash at any KenGen office or through a banker’s cheque. The document can also be viewed and downloaded from the website [www.kengen.co.ke](http://www.kengen.co.ke) and **the payment evidence MUST be submitted with the tender document.** Bidders who download the tender document from the website will be required to pay a reduced fee of Kenya Shillings **Two Thousand (KShs. 2,000.00)**

Company Secretary, Legal & Corporate Affairs Director  
Kenya Electricity Generating Company Limited  
7<sup>th</sup> Floor, Stima Plaza Phase III  
Kolobot Road, Parklands  
P O Box 47936 - 00100  
NAIROBI, KENYA

On or before **6<sup>th</sup> May 2009 at 11.00 a.m.**

Tenders will be opened on before **6<sup>th</sup> May 2009 at 11.30 a.m.** in the presence of the candidates’ representatives who choose to attend at Stima Plaza III, Executive Committee Room, 7<sup>th</sup> Floor.

**SUPPLY CHAIN MANAGER**

*Tender for Pre-qualification of Electrical Installation Works Contractors for KenGen Power Stations*

**SECTION II - INSTRUCTIONS TO CANDIDATES**

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## **SECTION II - INSTRUCTIONS TO CANDIDATES**

### **2.1 Scope of Tender**

- 2.1.1 Prequalification is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.

### **2.2 Submission of Application**

Applications for prequalification shall be submitted in plain sealed envelopes Marked with the tender name and reference number and deposited in the tender box at Stima Plaza, Phase III, Kolobot Road, Parklands 1<sup>st</sup> floor, or be addressed to

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

So as to be received on or before **6<sup>th</sup> May, 2009** at **11.000 a.m.** The procuring entity reserves the right to accept or reject late applications.

- 2.2.1 The name and mailing address of the applicant may be marked on the envelope.
- 2.2.2 All the information requested for pre qualification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 2.2.3 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.

### **2.3 Eligible Candidates**

- 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.
- 2.3.3 All firms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified.

***Tender for Pre-qualification of Electrical Installation Works Contractors for KenGen Power Stations***

## 2.4 Qualification Criteria

2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section IV and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

### 2.4.2 General Experience.

The applicant shall meet the following minimum criteria

- (a) **average annual turnover as main contractor over the last 3 years of Kshs.1,000,000 and**
- (b) **successful experience as prime contractor in execution of at least three projects within the last 3years.**

**2.4.3 Financial position. The audited Accounts for the last 3 years 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.**

## Mandatory Requirements for Pre-Qualification

**In addition the bidders are requested to present information along with their offers as follows:**

- i) **Provide copy of the certificate of Incorporation/Registration**
- ii) **Provide copy of Electrical Contractors License clearly indicating the Class of registration.**
- iii) **Provide copy of TAX compliance certificate.**
- iv) Three (3) letters of commendation from your corporate clients for similar services.
- v) Evidence of physical address and premises. Attach copies of utility bills i.e. electricity/water.
- vi) Kengen will visit suppliers' premises to ascertain physical address and stock of items.
- (vii) A signed statement that the bidder doesn't have conflict of interest in relation to the procurement.

- (viii) A signed statement that the bidder or any of its Directors or Officers, 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 years preceding the commencement of procurement proceedings.
- (ix) A signed statement that the bidder is not debarred from participating in public procurement.

## **2.5 Joint Venture**

- 2.5.1 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

## **2.6 Public Sector companies**

- 2.6.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

## **2.8. Updating Pre-qualification Information**

- 2.8.1 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.

**SECTION III- LETTER OF APPLICATION**

Date .....

To .....  
 .....  
 (Name and address of the procuring entity)

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf of \_\_\_\_\_ (*name of firm*) (hereinafter referred to as “the Applicant” ), and having reviewed and fully understood all of the pre qualification information provided, the undersigned hereby apply to be prequalified and registered by yourselves for Electrical Contracting works.

2. Attached to this letter are copies of original documents defining  
 (a) the Applicant’s legal status  
 (b) the principal place of business and  
 (c) the place of incorporation (*for applicants who are corporations*), or the place of registration and the nationality of the owners (*for applicants who are partnerships or individually-owned firms*).

3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

4. Your Agency and its authorized representatives may contact the following persons for further information.

General and managerial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

5. This application is made with the full understanding that:  
 (a) bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.

***Tender for Pre-qualification of Electrical Installation Works Contractors for KenGen Power Stations***



(b) Your Agency reserves the right to:

- reject or accept any application, cancel the prequalification process, and reject all applications

We confirm that if we bid, that bid, as well as any resulting contract, will be:

- a. signed so as to legally bind all partners, jointly and severally; and
  - b. Submitted with a joint venture agreement providing the joint and several liabilities of all partners in the event the contract is awarded to us.
2. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

## SECTION IV - STANDARD FORMS

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## **SECTION IV - STANDARD FORMS**

### **Notes on completion of Standard Forms**

- Application Form 1 - General information  
This form is to be completed by all applicants. Where the applicant proposes to use sub-contractors the information should be supplied in this format. Where there is a joint venture, each partner shall complete the form
- Application Form 2 - General Experience Record  
This form is to be completed by all applicants. Separate sheets should be used for each partner of a joint venture. Applicants are not required to enclose testimonials, certificates or publicity materials with their applications.
- Application Form 2A - Joint venture summary  
This form is to be completed by joint venture applicants only.
- Application Form 3 - Particular Experience Record  
This form is to be completed by all applicants meeting the requirement set out in the instructions to candidates. Separate sheets shall be used for each member of or joint venture. Complimentary information will be given on application Form 3A.
- Application Form 3A - Details of Contracts of similar nature and complexity  
This form shall be completed by all applicants and will contain similar works completed by the applicant or a member of a joint venture
- Application Form 4 - Personnel Qualifications Summary  
This form is to be completed by all applicants. The information provided will complement information on Form 5.
- Application Form 5 - Financial Capability  
This form shall be completed by every applicant and each member of a joint venture. It should contain financial information to demonstrate that they meet the requirements stated in the instructions to candidates. If necessary separate sheets should be used to provide complete banker information. A copy of the audited balance sheet if available should be attached. The information should

include the summary of actual assets and liabilities for the last three years.

**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

Total value of annual construction turnover, in terms of work billed to clients, in Kshs.

Annual turnover data (construction only: Kshs.
--

Partner	Form 2 Page no.	Year 1	Year 2	Year 3
1. Lead Partner				
2. Partner				
3. Partner				
4. Partner				
5. Partner				
6. Partner				
	Totals			

**APPLICATION FORM (3)**

**PARTICULAR EXPERIENCE RECORD**

Name of Applicant or partner of a joint venture
---



**APPLICATION FORM (3A)****DETAILS OF CONTRACTS OF SIMILAR NATURE**

Name of Applicant or partner of a joint venture

**Use a separate sheet for each contract and give at least 3 contracts undertaken.**

1.	Number of contract	
	Name of Contract	
	Country	
2.	Name of employer	
3.	Employer address	
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify	
5.	Contract role (check one) * Sole contract   * Management contract   * Subcontract   * Partner in a joint venture	
6.	Value of the total contract/subcontract/partner share (in specified currencies at completion, or at date of award for current contract)	
7.	Date of award	
8.	Date of completion	
9.	Contract/subcontract duration (years and months) - years                                      - months	
10	Specified requirements	

**APPLICATION FORM (4)**

**PERSONNEL EXPERIENCE SUMMARY TABLE**

Name of Applicant
-------------------

Summarize professional experience for the employees (up to a maximum of 10) currently on permanent employment in the company.

Employee Name	Current position held	Highest academic level attained(i.e. form 4, University etc)	Professional qualifications(i.e. Diploma in Electrical Eng. Etc)	Years of service present employer

**APPLICATION FORM (5)**

**FINANCIAL CAPABILITY**

Name of Applicant or partner of a joint venture
---

Banker	Name of banker
	Address of banker
	..... Telephone <span style="float: right;">Contact name and title</span>
	Fax <span style="float: right;">E mail</span>

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

**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 of .....2009

Suppliers/Company's rubber Stamp

.....

In the table below, please indicate as appropriate the Region(s)/Sub-region(s) where you wish to be considered for provision of services.

<b>REGION/SUB-REGION</b>	<b>LOCATION OF REGIONAL OFFICE</b>	<b>CLOSEST LOCATION OF SERVICE/SUPPLY CENTRE</b>	<b>TICK AREA OF INTEREST AS APPROPRIATE</b>
<b>Central Office</b> Nairobi Area	Stima Plaza- Nairobi	Nairobi	
<b>Eastern Hydros major Stations</b> Masinga Power Station Kamburu Power Station Gitaru Power Station Kindaruma Power Station Kiambere Power Station	Gitaru Central Office – Seven Fork Stations	Embu	
<b>Upper Tana</b> Mesco Power Station Ndula Power Station Wanjii Power Station Tana Power Station	Wanjii Power Station	Murang'a and Thika	
<b>Kipevu Power Station</b> Mombasa Area	Kipevu Power Station	Mombasa	
<b>Lamu</b> Lamu Power Station	Lamu Power Station	Lamu/Malindi/Mombasa	
<b>Turkwel</b> Turkwel Power Station Sosian Power Station	Turkwel power Station	Kitale/Eldoret	
<b>Olkaria</b> Olkaria Power Station	Olkaria Power Station	Naivasha/Nakuru/ Nairobi	
<b>Sondu Miriu</b> Sondu Miriu Power Project	Sondu Miriu Power Project Offices	Kisumu	
<b>Gogo</b> Gogo Power Station	Gogo Power Station	Migori/Kisii/Kericho/ Kisumu	
<b>Garissa</b> Garissa Power Station	Garissa Power Station	Garissa	

**CONFLICT OF INTEREST**

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

Signed .....

For and on behalf of M/s .....

In the capacity of .....

Dated this ..... day of .....2009

Suppliers/Company's rubber Stamp .....

**CRIMINAL OFFENCE**

**I/WE NAME OF DIRECTOR/DIRECTORS: -**

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 years preceding the commencement of procurement proceedings.

Signed .....

For and on behalf of M/s .....

In the capacity of .....

Dated this ..... day of ..... 2009

Suppliers/Company's rubber Stamp .....

**DEBARMENT**

**We hereby declare that we have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt act with regard to this purchase.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 200\_

\_\_\_\_\_  
*[Signature]*

\_\_\_\_\_  
*[In the capacity of]*

Duly authorized to sign Tender for and on behalf of \_\_\_\_\_



**MANDATORY CONFIDENTIAL BUSINESS QUESTIONNAIRE**

*(Must be filled by all applicants or renderers' 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) 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 (*US\$/KShs*)

.....

Was this successfully undertaken? **Yes / No**. ....(If **Yes**, attach reference)

Name (s) of your banker (s) .....

.....

Branches ..... Tel No's. ....

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**Part 2 (a) – Sole Proprietor**

Full names  
 .....  
 .....  
 Nationality ..... Country of Origin .....  
 \*Citizenship details  
 .....  
 .....  
 Company Profile ..... (Attach brochures or annual reports in case of public companies)

**Part 2 (b) – Partnerships**

Give details of partners as follows:

<b><u>Full Names</u></b>	<b><u>Nationality</u></b>	<b><u>Citizenship Details</u></b>	<b><u>Shares</u></b>
1.....	.....	.....	.....
2.....	.....	.....	.....
3.....	.....	.....	.....
4.....	.....	.....	.....

Company Profile .....(Attach brochures)

**Part 2 (c) – Registered Company**

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:-

<b><u>Full Names</u></b>	<b><u>Nationality</u></b>	<b><u>Citizenship Details</u></b>	<b><u>Shares</u></b>
1.....	.....	.....	.....
2.....	.....	.....	.....
3.....	.....	.....	.....
4.....	.....	.....	.....

**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 or corrupt acts with regard to this or any other tender by KenGen and any other public or private institutions.

Full Names  
 .....

Signature  
 .....

Dated this ..... day of .....2009.

In the capacity of

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

**Part 2 (e) – Criminal Offence**

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

- a) .....
- b) .....
- c) .....
- d) .....

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 .....2009.

Suppliers' / Company's Official Rubber Stamp .....

**Part 2 (f) – Conflict of Interest**

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

- a) .....
- b) .....
- c) .....
- d) .....

For and on behalf of M/s

.....  
In the capacity of

.....  
Dated this ..... day of .....2009

Suppliers' / Company's Official Rubber Stamp

.....

**Part 2 (g) – 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(h) – Experience**

Please list here below similar projects accomplished or companies / clients you have supplied with similar items or equipments in the last two (2) years.

<u>Company Name</u>	<u>Country</u>	<u>Contract/ Order No.</u>	<u>Value</u>
1.....	.....	.....	.....
2.....	.....	.....	.....
3.....	.....	.....	.....

Contact person (Full Names) ..... E-mail address.....  
 Cell phone no ..... (Note: The person should be at the level of director)

\*Attach proof of citizenship

\* Attach certified copies of the following documents:

- a) Previous orders from companies supplied before
- b) Certificate of Incorporation / Registration
- c) Tax Compliance Certificate (for local suppliers)
- d) VAT Certificate (for local suppliers)
- e) Audited Financial Statements / Accounts for the last two (2) years
- f) Valid Local Authority / Trade License (for local suppliers)
- g) The Power of Attorney)

**Part 2(i) – Declaration**

I / We, the undersigned state and declare that the above information is correct and that I / We give Kenya Electricity Generating Company Limited 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 .....2009.

Suppliers' / Company's Official Rubber Stamp .....