



**LAKE TURKANA WIND POWER LIMITED (LTWP)**

**SUPPLIER PREQUALIFICATION GUIDE AND  
INSTRUCTIONS**

**Closing on 13<sup>th</sup> December 2024, at 1700Hours, EAT**

## SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

The Lake Turkana Wind Power project is located in Loiyangalani District, Marsabit County, Kenya. It comprises 365 wind turbines, each with a capacity of 850kW, and a high voltage substation that has been connected to the Kenyan national grid through a 438km associated transmission line constructed by the Government of Kenya through the Kenya Transmission Company (KETRACO).

Lake Turkana Wind Power (LTWP) provides reliable, low-cost energy to Kenya's national grid – approximately 10% of the country's installed capacity, to be bought at a fixed price by The Kenya Power and Lighting Company PLC (Kenya Power) over a 20-year period in accordance with the Power Purchase Agreement (PPA).

LTWP invites applications from interested, competent and eligible firms for pre-qualification for the under listed goods, works and services for the period 2024-2026.

The pre-qualification process will therefore be conducted electronically on SRM eProcurement Portal i.e [www.srmhub.com](http://www.srmhub.com)

The categories for the supply of various goods and services are listed on <https://shorturl.at/WVdCc>

**Lake Turkana Wind Power Limited reserves the right to accept or reject any bid in whole or in part without giving reasons.**

Canvassing will lead to automatic disqualification.

Operations Team Lead

## SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 **Lake Turkana Wind Power Limited (LTWP)** herein referred to as “the organization’ or ‘LTWP”, invites applicants who meet the criteria set out by the organization to apply for registration of pre-qualification.
- 2 This invitation of application for Pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply the listed goods and services.
- 3 The Supplier registration process shall be completed online via Bold Insights eProcurement portal (SRM eProcurement)
- 4 Interested bidders will access and register on [www.srmhub.com](http://www.srmhub.com) for more information and step by step application process available on supplier’s dashboard.
- 5 There is a non- refundable access fee of **KES 2,500.00 per category** payable via **M-pesa Paybill No. 4095233, Account No. “Auto-generated at the payment stage”**
- 6 The registration process shall involve completion of a mandatory electronic questionnaire and upload of requisite documents. A vendor guide, supplier manual and necessary documents shall be available for guide on supplier’s dashboard. You are advised to download and review these documents before beginning the application process.
- 7 Bidders may request clarification in relation to the prequalification by submitting a written request using the **Contact us** functionality of the supplier dashboard, **until 6<sup>th</sup> December 2024**. Explanations or interpretations provided by personnel other than through this means will not be considered binding or official.
- 8 Please note that this notice does not constitute an invitation to bid for goods and services indicated but it is meant to enable preparation of a list of suppliers and service providers from whom goods and services may be procured when need arises.
- 9 The successful applicants will be registered in the organization’s suppliers list for a two-year period and the organization will only deal with the firms that are registered.
- 10 Applicants must submit duly completed and Confidential Business Questionnaire and all other mandatory requirements in electronic form.
- 11 The Organization reserves the right to request for submission of additional information from applicants or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.
- 12 The organization will ensure that information received from Companies is treated with utmost confidentiality and shall be for the sole use of the organization
- 13 The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.

14 Failure to submit any of the mandatory requirements indicated under special conditions will lead to automatic disqualification.

15 **The application of this call closes on 13<sup>th</sup> December 2024 at 1700Hours EAT.**

16 SRM will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete electronic questionnaire and/or to provide answers to any further questions or requested additional information for clarification may result in the supplier's disqualification.

### **SECTION III. EVALUATION CRITERIA**

1. Bold Insight will examine the applications to determine completeness, general orderliness and sufficiency in responsiveness.

2. Applicants shall not contact LTWP or Bold Insight on matters relating to their application from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the applicant to influence the LTWP or Bold Insight in the evaluation may result in the cancellation of their application.

3. Registration will be based on meeting the criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses.

4. The applicants must have registered offices and LTWP 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, works or services.

5. Applicants who qualify according to the selection criteria will be invited to submit their quotations or bids for the supply of goods, works or services as and when required.

6. LTWP reserves the right to accept or reject any or all applications.

7. There shall be two phases of carrying out the evaluation of registration applications:

- a. Preliminary Evaluation; and
- b. Qualification Evaluation.

#### **a. Preliminary Evaluation**

Preliminary Examination is to assess the document formality required in the Prequalification, for each applicant with pass-or-fail criteria on categories that have special conditions. It is necessary to confirm whether the submitted documents and their format are in conformity with the requirement.

a) All the applications shall be sorted out according to the various categories contained in the application for registration form.

b) Pre-screening shall be done for all the applications in each category to determine responsiveness by providing copies of:

- i. Self-declaration form
- ii. Confidential Business Questionnaire (Electronic)

- iii. Incorporation/Registration certificate
- iv. Business permit
- v. PIN certificate
- vi. Tax compliance certificate

c) A list shall be compiled for those applicants who pass the preliminary evaluation to be evaluated in detail.

**b. Qualification Evaluation**

Qualification Evaluation is to examine whether submitted documents comply with the qualification requirements by using a scoring criterion.

- a) The evaluation committee shall undertake a thorough and objective analysis of the suppliers contained in the list.
- b) A detailed assessment of each applicant will be made in the course of evaluating the application.
- c) Applications will be evaluated against the criteria in the table below.

**Evaluation Criteria**

#	Mandatory Requirements	Required (Yes/No)	Max Score
1	Bidder Declaration Form (available on supplier’s dashboard on SRM eProcurement Portal)	Yes	Pass/ fail
2	Confidential Business Questionnaire (available on supplier’s dashboard on SRM eProcurement Portal)	Yes	Pass/ fail
3	Copy of Certificate of Incorporation/Business Registration	Yes	Pass/ fail
4	Copy of a valid and current Tax Compliance Certificate	Yes	Pass/ fail
5	Copy of PIN/VAT Certificate	Yes	Pass/ fail
6	Copy of Current Trade License / Business Permit	Yes	Pass/ fail
7	Copy of memorandum of association or CR 12 or CR 13	Yes	Pass/ fail
8	Specific category requirements e.g. Valid Practicing certificates, Manufacturers or distributors license, Special Licenses, Registration with Professional bodies etc (if required in your category - refer to the category requirements on section IV of this supplier guide)	Yes	Pass/ fail

## Demonstration of Past Experience

<b>a) Age of Company</b>	
Above 10 years (5 Marks)	5
Between 7-10 Years (4 Marks)	
Between 4-6 Years (3 Marks)	
Between 1-3 Years (2 Marks)	
Below 1 Year (1 Marks)	
<b>b) Three letters</b> of recommendation from your major clients for similar services for the last 2 years (2022 to date) - 5 marks each, Total 15 Marks	15
<b>c) At least three copies</b> of LPOs or Contracts from your major clients for the last 2 years (2022 to date) - 5 marks each, Total 15 Marks	15
<b>d) Quality assurance policy</b> <ul style="list-style-type: none"> <li>ü Provide copy of your quality assurance policy</li> <li>ü Outline principles under which the policy is based on</li> <li>ü Outline quality assurance accreditation that your company holds</li> <li>ü Outline how the policy commits the company to a program of improvement</li> </ul>	5
ü Outline how the policy extends to the products and services supplied 1 mark for each, Total 5 Marks	
<b>e) Environmental policy</b> <ul style="list-style-type: none"> <li>ü Provide copy of your environmental policy</li> <li>ü Outline guiding principles for environmental stewardship and sustainability</li> <li>ü Outline how the policy commits the company to a program of improvement in its environment</li> <li>ü Outline how the policy extends to the products and services supplied</li> </ul>	5
ü Outline how the policy complies with relevant environmental laws 1 mark for each, Total 5 Marks	
<b>f) Customer service and support policy</b> <ul style="list-style-type: none"> <li>ü Provide copy of your customer service and support policy</li> <li>ü Outline values that customer service is anchored on</li> <li>ü Outline personnel responsible for the account management</li> <li>ü Outline how customers follow up on their orders</li> </ul>	5
ü Outline how customer complaints are monitored and resolved 1 mark for each, Total 5 Marks	
<b>h) Evidence of physical address and premises supported by tenancy agreement, lease, title, OR a utility bill</b> utility bill=1 Mark; tenancy agreement/lease/title= 3 Marks	3
<b>Financial Capacity</b>	
<b>a) Audited financial statements</b> for the last 3 years (2023, 2022, 2021) signed by qualified registered auditors– 3 marks each, Total 9 Marks	10
If Audited financial statements are not provided, please provide Bank statement for the last 3 months - 5 marks	
<b>b) Liquidity Ratio</b> – 1 mark for each year if ratio >1, Total 3 Marks	3
<b>c) Attach letter of reference</b> from the Banker to support bank relations = 5 marks	5
<b>d) Accept 30 days credit</b> = 5 marks	5
<b>Manpower and staffing</b>	

a) Company Profile (organogram, business overview, products/services, clients, vision, mission, markets)– 1 mark each, Total 7 Marks	7
b) At least 3 CVs of key management personnel and supervisory team -2 marks each, Total 6 Marks	6
c) Academic and professional qualification (e.g. masters, bachelors, diploma degree certification) of at least 3 key staff for matching CVs provided above- 2 marks each, Total 6 Marks	6
d) Indicate the number of staff in your organization:	5
Above 20 (5 Marks)	
Between 11-20 (4 Marks)	
Between 6-10 (3 Marks)	
Between 1-5 (2 Marks)	
<b>TOTAL (Weighted to 100%)</b>	<b>100</b>

### SECTION III - REGISTRATION CATEGORIES

Category Code	Category Descriptions	Special Requirements
<b>ICT</b>		
LTWP/PQ/2024-26/01	Supply of computers, laptops, computer software printers and other ICT equipment	Manufactures Authorization letter or distributors licence or certificate of partnership
LTWP/PQ/2024-26/02	Provision of IT Services - repairs and maintenance of ICT equipment including computers, laptops, computer software printers and other services such as trunking	
LTWP/PQ/2024-26/03	Provision of Internet Services	
LTWP/PQ/2024-26/04	Vulnerability assessment and penetration test (VAPT)	
LTWP/PQ/2024-26/05	Kaspersy antivirus provision	
LTWP/PQ/2024-26/06	Firewall subscription maintenance	
LTWP/PQ/2024-26/07	Fleet management implementation	
LTWP/PQ/2024-26/08	Provision of UPS	
LTWP/PQ/2024-26/09	Architectural Engineering and Design (AEC) renewal	
LTWP/PQ/2024-26/10	Ticketing system subscription	
<b>SECURITY</b>		
LTWP/PQ/2024-26/11	Supply of communication devices e.g. handheld radios, handheld radios batteries	Manufactures Authorization letter or distributors licence or certificate of partnership
LTWP/PQ/2024-26/12	Supply & delivery of guards uniforms	
LTWP/PQ/2024-26/13	Servicing & Repairs of communication devices e.g. handheld radios, control room equipment and repeater service	
LTWP/PQ/2024-26/14	Supply of security boots	Manufactures Authorization letter or distributors licence or certificate of partnership
<b>STORES &amp; NBI ADMIN</b>		
LTWP/PQ/2024-26/15	Supply and delivery of general office stationeries e.g. printing papers, toner cartridges, etc.	
LTWP/PQ/2024-26/16	Design and production of branded materials e.g. printed stationery, notebooks, diaries, etc.	
LTWP/PQ/2024-26/17	Supply of office furniture including fittings	
LTWP/PQ/2024-26/18	Supply and Maintenance of Air Conditioning and Air conditioning consumables e.g refrigrants etc	Electrical Installation Certification (ERC or equivalent). HVAC-related certifications (e.g., from manufacturer).NCA 4-6 certification in mechanical and electrical works.



<b>WELLNESS</b>		
LTWP/PQ/2024-26/19	Production and supply of branded office wear e.g. staff uniforms	
LTWP/PQ/2024-26/20	Supply of sporting and gym equipment and parts	
LTWP/PQ/2024-26/21	Provision of team building services and logistics services	
LTWP/PQ/2024-26/22	Provision of sporting and gym equipment maintenance services	
<b>HR</b>		
LTWP/PQ/2024-26/23	Provision of Job Evaluation & Salary Benchmarking Services	
LTWP/PQ/2024-26/24	Provision of Employee Engagement Services	
LTWP/PQ/2024-26/25	Provision of Recruitment and Background checks Services	
LTWP/PQ/2024-26/26	Provision of Human Resource Information System & Payroll System	
LTWP/PQ/2024-26/27	Provision of Medical Administration Services and including Annual Wellness Checks provisions	
LTWP/PQ/2024-26/28	Provision of Psychological, Mental Health and Trauma Counselling Services	
LTWP/PQ/2024-26/29	Provision of Learning and Development Management Courses and Coaching services	
LTWP/PQ/2024-26/30	Provision of Employee Pension Services	
<b>CAMPS</b>		
LTWP/PQ/2024-26/34	Supply of general hardware materials	
LTWP/PQ/2024-26/35	Supply of plumbing equipment & items	
LTWP/PQ/2024-26/36	Supply and installation of solar equipment	
LTWP/PQ/2024-26/37	Provision of borehole drilling services	Valid NCA - water works specialization
LTWP/PQ/2024-26/38	Provision of construction services including roads & buildings	Valid NCA - Civil Engineering works
LTWP/PQ/2024-26/39	Hire of heavy machineries/equipment - graders, excavators etc	Provide equipment listing and proof of ownership or leasing agreements
LTWP/PQ/2024-26/40	Leasing of Equipment: Grader, Excavator, Flatbeds	Provide equipment listing and proof of ownership or leasing agreements
LTWP/PQ/2024-26/41	Supply and servicing of heavy equipment -Graders, Excavators, Rollers	Provide equipment listing and proof of ownership or leasing agreements
LTWP/PQ/2024-26/42	Supply and Installation of Road signage	
LTWP/PQ/2024-26/43	Supply of Mepty and Fabricated Containers and associated civil works	Relevant NCA certification
<b>WORKSHOP</b>		

LTWP/PQ/2024-26/44	Supply & delivery of landcruiser tyres (Apollo, Hankook and BF Goodrich brands only)	
LTWP/PQ/2024-26/45	Supply of workshop/garage tools and equipment	
LTWP/PQ/2024-26/46	Provision of motor vehicle conversion services	
LTWP/PQ/2024-26/47	Provision of motor vehicle conversion services (EV)	
LTWP/PQ/2024-26/48	Supply and replacement of canvas seat covers and tarpaulins	
LTWP/PQ/2024-26/49	Supply of car batteries	
LTWP/PQ/2024-26/50	Supply & delivery of heavy machinery tyres	
LTWP/PQ/2024-26/51	Supply, maintenance and servicing of heavy machinery - JCB, graders, rollers	Provide equipment listing and proof of ownership or leasing agreements
LTWP/PQ/2024-26/52	Supply, maintenance & servicing of generators & accessories	Provide copy of valid Energy & Petroleum Regulatory Authority License (EPRA)
	<b>HSE</b>	
LTWP/PQ/2024-26/53	Supply and maintenance of firefighting equipment, workshop safety equipment and personal protective equipment	Provide copy of Fire Fighting Certificate from the County Government
LTWP/PQ/2024-26/54	Supply of medical consumables	Certification by Pharmacy and Poisons Board
LTWP/PQ/2024-26/55	Supply of water treatment equipment and substances	
LTWP/PQ/2024-26/56	Provision of water quality tests (drinking and effluent water)	
LTWP/PQ/2024-26/57	Provision of Environmental Impact Assessments & Audit services	Valid National Environment Management Authority (NEMA) License
LTWP/PQ/2024-26/58	Supply of safety materials and personal protective equipments (PPEs)	
LTWP/PQ/2024-26/59	Provision of Occupational Health & Safety Audits	i) Provide evidence of valid registration with Occupational Safety and Health by the Directorate of Occupational Safety and Health Services (DOSHS) ii) Provide evidence of registration with National Industrial Training Authority (NITA)
LTWP/PQ/2024-26/60	Provision of plant & equipment inspections services (DOSHS approved)	Directorate of occupational Health and safety(DOSH) approvals
LTWP/PQ/2024-26/61	Provision of environmental audits	
LTWP/PQ/2024-26/62	Provision of general waste management services (NEMA approved)	Valid National Environment Management Authority (NEMA) License

LTWP/PQ/2024-26/63	Provision of hazardous waste management services (NEMA approved)	Valid National Environment Management Authority (NEMA) License
LTWP/PQ/2024-26/64	Health and safety trainings	i) Provide evidence of valid registration with Occupational Safety and Health by the Directorate of Occupational Safety and Health Services (DOSHS) ii) Provide evidence of registration with National Industrial Training Authority (NITA)
<b>TECHNICAL</b>		
LTWP/PQ/2024-26/65	Provision of plant maintenance services (electrical sub-station and line)	Relevant NCA certification
LTWP/PQ/2024-26/66	Supply of Spares, and Materials (mechanical, electrical and consumables)	
LTWP/PQ/2024-26/67	Provision of training for Operations and Maintenance Services	Provide valid License from NITA
LTWP/PQ/2024-26/68	Supply of Power tools	Manufactures Authorization letter or distributors licence or certificate of partnership
LTWP/PQ/2024-26/69	Statutory inspections and calibration of electrical equipment	Certificate from the Directorate of Occupational Safety & Health Services (DOSHS)
LTWP/PQ/2024-26/70	Supply of electrical fittings & lighting	Relevant NCA certification
LTWP/PQ/2024-26/71	Supply of Fiber optic materials	
LTWP/PQ/2024-26/72	Civil works at the substation and over headlines	Relevant NCA certification
LTWP/PQ/2024-26/73	Supply of fire suppression system maintenance services	
<b>FINANCE &amp; PROCUREMENT</b>		
LTWP/PQ/2024-26/74	Provision of clearing and forwarding services	
LTWP/PQ/2024-26/75	Provision of general insurance brokerage services	Registration with Insurance Regulatory Authority
LTWP/PQ/2024-26/76	Provision of cargo transport services	
<b>PR &amp; COMMUNICATION</b>		
LTWP/PQ/2024-26/77	Design and production of branded materials e.g. banners, signage, promotional materials, etc.	
LTWP/PQ/2024-26/78	Provision of photography and videography services and documentaries production services	
LTWP/PQ/2024-26/79	Provision of public relation services, graphic design, artworks, communication audits & customer surveys	