

PRE BID AND SITE VISIT MINUTES FOR MAINTAINANCE SERVICES FOR AIRCONDITIONERS AT JKIA

TENDER NO KAA/OT/JKIA/1514/2018-2019

Location: KAA Conference room Parking Garage
Roof Top, JKIA.

Date: 22ND MAY 2019

Time: 10:30 AM
TO 1.05 PM

Items

1. Introduction
2. Stating objectives
3. Matters arising
4. Site viewing
5. Signing site visit forms

Agenda:

Min 1

Introduction

- Members present introduced themselves ,KAA were confirmed as represented by;
 1. Calvin Amach
 2. Winnie Metto

Min 2

Stating of objectives

The pre-bid was chaired by our Mr.Amarch who explained to the tenderers the objective of the meeting as to undertake site visit for the tender titled
PROVISION OF MAINTAINANCE SERVICES FOR AIRCONDITIONERS AT JKIA

- Tender No.: **KA/OT/JKIA/1514/2018-2019**

Min 3

Scope of works

- The user took the bidders through the tender document giving emphasis the scope adding that the critical spare parts shall be provided by the tenderer to support preventive maintenance activities.
- Critical components of the tender documents including special and general conditions and the evaluation criteria

1.  2. 

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<p>Min 4 Bidders concerns</p>	<ul style="list-style-type: none"> • The bidders were concerned with the requirement of manufactures authorization letter as time availed was so short whereas the process of acquiring a manufacturer's authorization letter is lengthy and requested that the requirement be waived. • Bidders wanted to know if subcontracting for other services was allowed and the user that this would only be allowed if the tenderers disclosed through the standard forms provided in the document. • Bidders also requested for extension of time, citing the tender being detailed and lengthy, the bidders were advised to make their requests in writing through the mail provided for in the tender document on time and before tender closing date.
<p>Min 4/ Site visit</p>	<p>There being no more questions raised by bidders, bidders were taken to site for site viewing.</p> <p>The following were clarified;</p> <ul style="list-style-type: none"> i. The units to be serviced included Carrier, Denco and westpoint models ii. Bidders were also taken to see the chilled water system which serves critical areas
<p>Min 5/ AOB</p>	<ul style="list-style-type: none"> ➤ Site visit certificates were signed.

There being no other business, the site visit /meeting ended at 1.05 PM.

Chairperson & User representative

Calvin Amarch

Winnie Metto Secretary

27/05/2019