# PRE-BID MINUTES FOR REHABILITATION OF PASSENGER BOARDING BRIDGES AT MOI INTERNATIONAL AIRPORT

**TENDER NO. KAA/OT/MIA/1528/2018-2019**

**HELD ON 13th June 2019**

**N0 | NAME | COMPANY | PHONE NO/E-MAIL ADDRESS**
---|---|---|---
1 | Eng. Owen Waithaka | KAA (Chairing) | Owen.waithaka@kaa.go.ke
2 | Seth Oogo | KAA (Engineering) | Seth.oogo@kaa.go.ke
3 | Philip Koech | KAA (procurement) | Phillip.koech@kaa.go.ke

**BIDDERS PRESENT**

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<tr>
<th>S/NO</th>
<th>NAME</th>
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AGENDA

1. Opening remarks
2. Navigation through tender requirements
3. Questions and Answers
4. Addendum
5. A.O.B

MINUTE 1 – Opening remarks

The meeting was called to order by Eng. Waithaka who welcomed all present and called for self-introduction.

MINUTE 2 – Navigation through tender requirements

Minute No. 2

The Chair started the meeting by going through the tender document in detail to ensure that bidders understood what the process entailed. Bidders were also informed that they needed to ensure that they fill in the attached forms in the tender document and the mandatory requirements with emphasis on absolute compliancy of the requirements as outlined. Bidders were also reminded to comply with the technical requirements as categorized in the tender document.

Bidders were also reminded to ensure that they consider all cost of the items required and factor them into the bid price as the Public Procurement and Asset Disposal Act 2015 does not allow for price variation for a period of 12 months (1 year).

Minutes No. 3 - Questions & Answers

The issues raised by bidders:

Q1. NCA category clarification - The bidders were informed that KAA require NCAS 5 or superior i.e. NCA1-5 in mechanical/electrical works

Q2. Scheduled Rate - the scheduled rate will act as comparison between cost of transportation of one bridge from JKIA and installing at MIA and cost of rehabilitation of the three bridges at MIA, it will not make part of overall tender cost.

Q3. Security passes - KAA will issue airside passes on gratis to the winning bidder personnel, bidder to pay the cost of airport access and parking charges.
Q4 Extension of submission date to be communicated. (Proposed 1 wk to enable bidders to effectively provide required attachments). 27th June suggested 2019.

Q5 Waste disposal Area-

-KAA will provide designated area where the contractor will store all the waste during the project. KAA will decide on the appropriate disposal method at completion of the project.

Minutes No. 4 - Addendum

-Drawing no. 1528/2018-2019/01 of proposed electrical schematic which was not attached to be sent to bidders.

There was no AOB and the meeting was adjourned.

CHAIRMAN: Eng: Owen Waithaka  Sign/Date: ...........................................

SECRETARY: Philip Koech  Sign/Date: ...........................................