MINUTES OF PRE-BID MEETING

FOR PROPOSED ROOFING REHABILITATION WORKS AT DATA CENTRE, TRAINING SCHOOL, ICAO BUILDING AND FUEL STATION AT KAA HEADQUATERS COMPOUND, JKIA.

TENDER No. KAA/OT/JKIA/0009/2019-2020

TIME: 1100HRS- 1200HRS

VENUE: DATA CENTER CONFERENCE ROOM

AGENDA

1. Clarification on the tender document, site Visit and General questions.

KAA Members present

1. Mary Odhiambo    Chairperson
2. Timothy Ingutia   Secretary

Bidders Present.

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<tr>
<th>No</th>
<th>Name</th>
<th>Firm</th>
<th>Email address</th>
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<tbody>
<tr>
<td>1</td>
<td>Eugene Muhunzi</td>
<td>Triple and Capital Ventures</td>
<td><a href="mailto:info@triplencapital.co.ke">info@triplencapital.co.ke</a></td>
</tr>
<tr>
<td>2</td>
<td>Bonventure Magana Simiyu</td>
<td>Maozways LTD</td>
<td><a href="mailto:maganabonventure@gmail.com">maganabonventure@gmail.com</a></td>
</tr>
<tr>
<td>3</td>
<td>Mwangi Kimani</td>
<td>Faim k. Construction C-Ltd</td>
<td><a href="mailto:info@faimkconstruction.co.ke">info@faimkconstruction.co.ke</a></td>
</tr>
<tr>
<td>4</td>
<td>Lawrence Hamisi</td>
<td>Flooking and interiors</td>
<td><a href="mailto:info@interiors.co.ke">info@interiors.co.ke</a></td>
</tr>
<tr>
<td>5</td>
<td>Alex Kisui</td>
<td>Bilsan investments Co.Ltd</td>
<td><a href="mailto:Amus762@gmail.com">Amus762@gmail.com</a></td>
</tr>
<tr>
<td>6</td>
<td>Vivian Acolow Abungu</td>
<td>Creative Consolidated systems Ltd</td>
<td><a href="mailto:info@creativemgmt.co.ke">info@creativemgmt.co.ke</a></td>
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MIN 1: TENDER No. KAA/OT/JKIA/0009/2019-2020OPENING REMARKS

The chairperson welcomed the representatives of bidding firms to KAA Data Centre conference and called the meeting into order at 11000hrs.

INTRODUCTION.
In his opening remarks the Chair called for self-introduction for each one of the members present and he informed them the purpose of pre-bid meeting which was to clarify issues and to answer any question arising from the tender document PROPOSED ROOFING REHABILITATION WORKS AT DATA CENTRE, TRAINING SCHOOL, ICAO BUILDING AND FUEL STATION AT KAA HEADQUATERS COMPOUND, JKIA. KAA/OT/JKIA/0009/2019-2020.

MIN 3: TENDER NO. KAA/OT/JKIA/0009/2019-2020

OVERVIEW OF TENDER DOCUMENT.
Members were taken through the general overview of tender document and more emphasis was given to the mandatory and technical requirements to enable the bidders make appropriate bidding decision or offer. Bidders were urged to familiarise themselves with the tender mandatory and technical failure to meet any of the stated requirements may lead to disqualification during bid evaluation.

It was also clarified that the bidders to go by the Addendum 2 Tender document that was posted in KAA Website.

It was also stated that Pit Latrine are not allowed in the Airport, these should be replaced by portable ones.

Bidders were also advised that their area of work is within the court premises and they should put into consideration to minimise noise.

MIN 4: TENDER No KAA/OT/JKIA/0009/2019-2020 BIDDERS QUESTION & ANSWERS.

Bidders present were given opportunity to ask questions as detailed below:
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<thead>
<tr>
<th>NO</th>
<th>BIDDER'S QUESTION</th>
<th>ANSWER</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>One bidder asked if Air Conditioners would be received.</td>
<td>No removal of air-conditioner unless deemed necessary on site.</td>
</tr>
<tr>
<td>2.</td>
<td>One bidder asked if Water will be provided</td>
<td>Water for the works will be the responsibility of the contractor.</td>
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**A.O.B.**

The being no any other business/question or clarification the meeting was adjourned at 1230hrs.

Chairperson  Mary Odhiambo  

Secretary  Timothy Ingutia

sign  ..........................  22/08/2019  

Sign.  ..........................  22/08/2019