MINUTES OF PRE-BID MEETING & SITE VISIT FOR THE TENDER FOR SUPPLY, INSTALLATION OF SPARES & RESTORATION OF DEPARTURE 1 BELT LINE 1 AT TERMINAL 1C FOR JOMO KENYATTA INTERNATIONAL AIRPORT
TENDER NO: KAA/OT/JKIA/0041/2019-2020

VENUE: JKIA CONFERENCE ROOM
DATE: 27th November, 2019

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<th>NAME</th>
<th>COMPANY</th>
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<tr>
<td>1.</td>
<td>Calvin Amarch</td>
<td>KAA - Chairing</td>
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<td>2.</td>
<td>Samuel Kimwaki</td>
<td>KAA</td>
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<td>3.</td>
<td>Judy Chepkor</td>
<td>KAA – Taking Minutes</td>
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<td>4.</td>
<td>Alfred Kishoin</td>
<td>Motion Industrials Ltd</td>
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<td>5.</td>
<td>Evans Oyugi</td>
<td>Afriwise Enterprises Ltd.</td>
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<td>6.</td>
<td>James Odhambo</td>
<td>Gokhan Technical</td>
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<td>7.</td>
<td>Francis Wekesa</td>
<td>Fieldtech Systems</td>
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<td>8.</td>
<td>Peter Busolo</td>
<td>Achelis Kenya Ltd</td>
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AGENDA

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

**MINUTE 1 - Opening remarks**

The meeting was called to order at 11.14 am. The chair called for self-introduction by the present members in the meeting.

**MINUTE 2 - Navigation through tender requirements**

The bidders were taken through the general overview of the tender document and more emphasis was given to the mandatory and technical requirements. Bidders were given an opportunity to ask questions.

**MINUTE 4 - Questions & Answers**
Question 1
The required NCA category should be clear as it is, any category is acceptable.

Answer
The NCA category required is Mechanical & Electrical NCA7 or higher.

Question 2
Is MR9 - Copy of Weights and Measure Workshop Approval Certificate necessary since the supplier is only required to install? Verification will be done by a different accredited person/firm.

Answer
This will be discussed and communicated.

Question 3
There is need to review technical specification for the spares and make it universal since the S/No/Model provided in the tender document is specific to a given manufacturer and getting a response from these manufacturers is a challenge.

Answer
The Model Nos. as provided is what has been installed and the tender is to address repairs and also give spares and therefore getting different part nos. may not be compatible with what is already installed.

Question 4
Can the submission date be extended by two (2) weeks to give tenderers ample time to give a responsive tender?

Answer
This will be discussed and communicated.

Question 5
Item 1.5 under Section 1 indicates that the tender documents and its attachments must be submitted online. Can the hard copies also be submitted?

Answer
The tender shall be submitted online.

MINUTE 4 – A.O.B.

There being no any other business, the meeting was adjourned at 11.50 a.m. Bidders proceeded for the site visit which was conducted successfully and all site visit forms were duly filled and signed.

Signed:

Calvin Amarch

Judy Chepkor

CHAIRMAN

SECRETARY