



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

**VENUE: JKIA CONFERENCE ROOM**

**DATE: 27<sup>th</sup> November, 2019**

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No.	NAME	COMPANY
1.	Calvin Amarch	CAA - Chairing
2.	Samuel Kimwaki	CAA
3.	Judy Chepkor	CAA – Taking Minutes
4.	Alfred Kishoin	Motion Industrials Ltd
5.	Evans Oyugi	Afriwise Enterprises Ltd.
6.	James Odhiambo	Gokhan Technical
7.	Francis Wekesa	Fieldtech Systems
8.	Peter Busolo	Achelis Kenya Ltd

**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 because 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 I 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

  
**CHAIRMAN**

Judy Chepkor

  
**SECRETARY**