

PRE BID AND SITE VISIT MINUTES FOR PROVISION OF CLEANING SERVICES AT WILSON AIRPORT

TENDER NO. KAA/OT/WAP/0047/2019-2020

Location: Wilson Airport Staff Assembly Hall

Date: 10th December, 2019

Time: 11:30 AM
TO: 7.00 PM

Items

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



Agenda:

Min 1

Introduction

The meeting was called to order at 11.30am and started with a word of prayer by one of the bidders. KAA coordinator introduced KAA team represented by;

1. Saru Mwadime – User representative & Chairperson
2. Alex Mwangi – Bird & Wildlife
3. Winnie Metto - Procurement

The chairperson went ahead to welcome all the bidders present appreciating them for showing interest in the business opportunity offered by KAA by turning up in big numbers. Introduction session of those present and the company's they represent followed.

Min 2

Stating of objectives

The chairperson was Saru Mwadime of housekeeping who explained to the tenderers the objective of the site visit meeting for the tender titled **PROPOSED PROVISION OF CLEANING SERVICES FOR WILSON AIRPORT** - Tender No.: **CAA/OT/WAP/0047/2019-2020**

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Min 3

Deliberations

The Chair invited Procurement representative Ms. Winnie Metto to take bidders through matters to note and the Mandatory requirements. Bidders were taken through the tender document emphasis made on the following;

- Submission of tender online as guided on the invitation for tender section **1(1.4)**
- Closing date and time as **18th December, 2019 at 11.00am and**
- Seeking of clarification within time to avoid non response to clarifications sent 3days before closing date.

The user Ms. Saru Mwadime took the bidders through the technical requirements giving emphasis to the following requirements;

- Bidders meeting the requirements of minimum government wage rate as gazetted to be paid to each of the three categories of staff, to avoid being considered as non-responsive irrespective of having met all the other requirements.
- Security training for staff of the winning bidder attracting a cost
- Cleaning of the presidential amenities being special and need for cost consideration during bidding to avoid inconveniences latter.
- Toilet seat sanitizers as an additional requirement different from previous to enhance health and safety on use of the toilet facilities.

The chair then invited the officer representing Birds & wildlife Mr. Alex Mwangi to take the bidders through the handling of Birds and Wildlife encounters and cleanliness at the airside and runway to avoid Bird Strike incidences.

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Min 4 –
Questions and
answers
session.

The chair then invited bidders to the floor for a questions and answers session and the following were the engagements;

Question 1.

One bidder raised concern on the mandatory requirement No. 15 why we require proof of similar work yet it's for the special group.

Answer: The bidder were informed of previous experiences that have compromised the quality of services standards by the special group category that led to many complaints from the customers and Interested Parties, the Airport being a Port of Entry guided by an International Body ICAO Annex 9 which talks of Facilitation at the Airports and the Quality of Service Standards expected thus the criteria has been put to make sure an experienced service provider is engaged. The bidders expressed on their dissatisfaction on that particular criteria and we advised them to raise their concerns individually in writing and will be responded them.

Question 2.

There was a contradiction on submission of tenders online and the mandatory requirement No. 14 that stated "Bidders shall be required to provide the following samples together with their bidding documents;-

1. 1 White Jumbo Toilet Paper 200M
2. 1 Hand Paper Towel
3. 1 Automatic Air Freshener
4. 1 Foam Hand Wash Soap
5. 1 White Disposable Toilet Seat Cover
6. 1 Piece of Toilet Seat Cover Sanitizer 1L" and also the requirement on submission of an original document and a copy on clause reference 2.14.1

Answer : A clarification to be done through an addendum

Issues to note also raised by bidders

1. The bidders expressed that they are not receiving responses from the e-mail provided (tenders@kaa.go.ke)

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Min 5/ Site visit	There being no further questions raised by bidders the meeting was brought to a close by a word of prayer from one of the bidders. However they were further advised to channel concerns if any through the e-mail provided for in the tender documents before the closing date and were taken to site for site viewing at 12.50PM. Questions raised on site were explained as the process was being conducted.
Min 6/ AOB	➤ Site visit certificates were signed after completion of all the rounds on the relevant areas at 6.30pm.

There being no other business, the signing of the site visit certificates ended at 7.00 PM.

Chairperson

Saru Mwadime 

Secretary

Winnie Metto 

11/12/2019

ATTENDANCE REGISTER

PRE - BID / SITE VISIT MEETING

DATE 10TH DECEMBER, 2019 AT 10.00 AM - WILSON AIRPORT

PROVISION OF CLEANING SERVICES FOR GENERAL AREAS AND TOILETS FOR WILSON AIRPORT

TENDER NO. KAA/OT/WAP/0047/2019-2020

NO	BIDDERS NAME	FIRM	ADDRESS	EMAIL	MOBILE NO	SIGN
1	INDOCENT MUKHEI	DIYINACE BATHING	P.O. Box 105340 DUBLIN IRELAND	joymc@xrate.com	0728099333	
2	Kennedy Wanzala	TOP IMAGE CLEANING	SEBU. 107055010 P.O. Box 1962-00508 Nairobi	topimagecleaning@gmail.com glacereast@africa.kenya.com	0704528525 0722742142	
3	Fredrick Othman	GLACER (BA) LTD		glacereast@africa.kenya.com	0729841424 0722445161	
4	V-LAWHATI MURRAY	PEESAM LIMITED	P.O. Box 29006-00100	peesamlltd@gmail.com	0720738263	
5	FRANCIS MUKINDO	HAPPYVAL SERVICES LTD	P.O. Box 50166-00200	hudsonvegaria@gmail.com	0722152815	
6	PEKE (KACIKINDO)	PAR SUPPORT SOLUTIONS CO.	P.O. Box 39797-00700	info@pss.co.ke	0730 916205	
7	ANNING KAPORODI	NITROGEN CLEANING	P.O. Box 25792-00100	nitrogencleaning@gmail.com	0705233200	
8	Sodrick Sijomwa	KENNA HOME CARE	P.O. Box 9721-00200	kennahomecare@gmail.com	0722067449	
9	CHRISTOPHER NJIRAHWA	VILLAGE MUSTRIES LTD	P.O. Box 3444 DIPLOMA	vnstaries@gmail.com	0725097233	
10	GIBSON MUKHIGE	SMART OUTSOURCE LTD	P.O. Box 28164 DIPLOMA	info@smartoutsource.co.ke gibson@smartoutsource.co.ke	0730 999210	

GIBSON@SMARTOUTSOURCE.CO.KE

0722445220

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1	Mcylene Enterprises	(Khandu Netha)	Box 26197 - Mombasa P.O BOX 14662 - Mombasa	mcylenenterprises@ yahoo.com	0722721915	
2	Lucas Wangachi	SEASIDE SERVICES CO. LTD	Box 15952 - 011 Mombasa	info@seasideservices.co.ke seasideservices@seasideservices.co.ke	0222337566	
3	ESTHER UGTHONI	KLC FACILITIES	P.O BOX 14662 - Mombasa	estherulungu@kicscrewing.com	0726723324	
4	Kenneth Akere	KK Facilities	P.O BOX 14662 - Mombasa	# KennethAkere@ksecfac.com	072719020	
5	Esther Keniko	Clean Team	P.O BOX 70142 Mombasa	CleanTeam018@gmail.com	0723444995	
6	Neil Ranch	BROOKLYN CLEANING SERVICES	P.O BOX 10145 - Mombasa	BROOKLYN CLEANING -- Serviceke@gmail.com	0700186417	
7	KEVIN DUNDA	WANA CLEANING	P.O BOX 100506 - Mombasa	wanacleaningservices@gmail.com	071856297	
8	WILSON KARANDA	TINDA LTD	00200 28862 MRS	ndamagymre@yahoo.com	0727443966	
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NO	BIDDERS NAME	FIRM	ADDRESS	EMAIL	MOBILE NO	SIGN
1	Jamin Odani	Davin Cleaning		davin@services.com Gmail.com	0720420557 or 0721789915	
2	MISHACK KUMAR	ONE WAY CLEANING SERVICES LTD	10412-00400 N81	business development@onewaycleaning.co.ke	0721311435	
3	David Arunga	Betelmo Contractors	80600-80900 072241060	betelmo@betelmo.co.ke	072241060	
4	Kidice Fadhila	Petal hygiene	C4985 - DO 700 Nairobi	info@petalhygiene.co.ke	0725899069	
5	Elizabeth Wanyiru	Rosey International	424 - DOBOS Nairobi	roseyminternational@gmail.com	0725514253	
6	Junga-Kenyoma	Kransley H.P	08131 00202	info@kransley.co.ke	07220100189	
7	kinney coanjala	Equatorial	07122112069	info@equatorial.co.ke	0798355817	
8	Simon Wanyika	CP Clean Ltd	P.O BOX 50657 00101 NRB	simon.wanyika@cpclean.co.ke	0722142626	
9	Purity Njagi	GOLDEN TRAPS SUPPLIES	P.O BOX 50657 00101	goldentrapssupplies@gmail.com	0722515207	
10	KINITE MUTHAI	AIRMAT COMPANY LIMITED	P.O BOX 977-00515	info@airmatcompany.com	0700895866	

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1	Jimmy Mambuku	Legend Trading Company Ltd	2713-00202	LegendCO.trading@gmail.com	0725141563	
2	Julius K. Chege	PURPOINT Hygiene Services CO	7347-00160	Info @ purpoint.co.ke	0720057773	
3	James Kibuka	Super-Broom Services	0755827177	super-broom@vodafone.com	0755827177	
4	Jonathan Masha	RABIP QUEENS VENTURES	1491-00300 Nairobi	rabidqueensventures@gmail.com	6723 929 746	
5	HELEN NDIKI	CHKA MANPOWER SERVICES	0734 229 474	info @ cyegroup.co.ke	0714125 220	
6	ZADOCK OJINE	BRATY ENTERPRISE	476-00507 Nairobi	bratyenterprise@gmail.com	0706814639	
7	Paul Nyong'o	HEEMA CLEANING	10891-00100 NRB	Paulnyong'o@heema.com	0722970511	
8	NEMWER SYLALI	LIMAH E.A LTD	36675-00200 NRB	info@limahwestafrica.co.ke	0729071856	
9	Russard Isaac	Betany's Cleanings	0876-00200 NRB	betany346@gmail.com	0702753597	
10	William Rungu	The Clean Team	0720796952	William.rungu@gmail.com	0720796952	

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1	HECLEAN CARE CHROPCYS WILSON	HECLEAN CARE GROUP	P.O BOX 142-0900 WILSON	hecleancare2014@gmail.com	0711123660	
2	MutiLink Airports	MULTILINK TRAINING	P.O. Box 56-90207 KILIMBARI	multilink@gmail.com	0721 293044	
3	EVERLINE A. ASCHA	Gardens and Wedding	P.O. Box 3001-0100 NIB	MUGDO RD 9 MOU COMTEL 07233969754 0728302000	0720059951	AFANDI
4	Veronica Kelya	SPICHTSPART C.S. Ltd	PO Box 1546600 Nairobi	spichtspartcleaning@techno.com	0708873418	KOKE
5	KENYA WILSON	CONNET LTD	PO BOX 30826-010 NAIROBI.	hytendc@connet.com.ke	0710567714	
6	Blimey Konyara	Equatorial	P.O. BOX 5134-0010 NAIROBI	1710@equatorialplus.com	0722355807	
7	ZADOUK OTAL	BRATY Enterprises	426-00100 NAB	info@bratyenterprises.com	0706814639	ZADOUK
8	Edwin MUGATSA	TEO INVESTMENTS	P.O. Box 13419-00800	edwinmugatsa@gmail.com	072907855	E
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