

MINUTES OF PRE BID MEETING FOR TENDER NO: KWS/OT/ADMIN/27/2021-2023 PROVISION OF CLEANING, SANITATION AND GROUND MAINTANCE SERVICES FOR KWS HQS, NAIROBI NATIONAL PARK, NAIROBI ORPHANAGE, NAIROBI SAFARI WALK, CENTRAL WORKSHOP AND AIRWING.

Present

1. Naisoi Lepore	Supply Chain Management	Chair
2. John Mugendi	Admin	Member
3. Smith Mose	Admin	Member
4. Francis Mwangi	Admin	Member
5. Tabitha Njoroge	Admin	Member
6. Lilian Mwangi	Admin	Member
7. Peninah Wanjiku	Supply Chain Management	Secretary

Bidder's representative – List attached

Agenda

1. Chairman opening remarks
2. Pre- bid meeting
3. A.O.B.

Min. No.	Item	Discussion/Action
1-01/2021	Opening remarks	<ul style="list-style-type: none"> The Chair called the meeting to order at 10:00 at Vet Board room. He welcome all members present to the meeting and thanked them for attendance, this was followed by introduction from both KWS team and the bidders.
2-02/2021	Pre-bid meeting	<p>The chair introduced the agenda of the day by taking the bidders through the tender document, which was the purpose of the meeting.</p> <p>The following issues were raised by bidders.</p> <ul style="list-style-type: none"> Section II Data Sheet part C (xii) which they were to provide evidence of wages been paid by 30th of each month, bidders requested to be given more time.

Min. No.	Item	Discussion/Action
		<ul style="list-style-type: none"> Section II, ITT 3.1 (xii) was amended to read: wages are paid through a bank by 10th of the following month. (Provide evidence). Section III Evaluation and Qualification criteria, The Scope on bill of material for Lot 1 which had following columns; Column for Cost per unit, Total per month column and Total per Annum which the bidders noted that it was difficult for them to ascertain. The following columns were removed; Total cost per Month column and Yearly column. It was agreed Section II, ITT 3.1 (xx) which read certified Audited accounts for the last (2) years 2018/2019 to 2019/2020. Be deleted as the tender is reserved for special group. Section II, ITT 3.1 (xxii) was deleted as all information required is repeated in the business questionnaire Bidders requested to know the roughly the number of traffic in the Headquarters, NNP, NSW, NAO, Central Workshop and the Airwing. The total number of toilets in the mentioned scope <p>Members were notified that an addendum will be to answer all area of concern and posted in the website.</p>
1-02/2021	AOB	<ul style="list-style-type: none"> There being no other business the meeting ended at 11.00am and the team headed for visit site.

Signed (Chair): _____

Date: _____

Signed (Secretary): _____

Date: _____