

MINUTES OF VIRTUAL PRE-TENDER MEETING FOR TENDER NO: KWS/ONT/TPF/35/2021-2022 PROPOSED CONSTRUCTION OF THEMWE GATE IN MT.KENYA NATIONAL PARK HELD ON FRIDAY 18TH FEBRUARY, 2022

PRESENT

1. Peter Waweru	Quality Assurance	Chair
2. George M. Wambua	Supply Chain Management	Secretary
3. Leah Naisoi	Supply Chain Management	panelist
4. Michael Wanjohi	Building and Fence Management	Panelist
5. Bernard Mbeda	Building and Fence Management	Panelist
6. Oliver Chapa	Building and Fence Management	Panelist
7. Ignatius Analo	Supply Chain Management	Secretariat

Bidders Representatives –

1. Consolata Ndichu
2. Wairimu Kibunja
3. Hillary Olanga
4. Nicholas Too
5. Fiona Kuria
6. Kevin
7. Chelungo

MIN. NO.	ITEM	DISCUSSION/ACTION
01/18/02/2022	Opening Remarks	<ul style="list-style-type: none"> The Chairperson called the meeting to order at 10.00am with a word of prayer from George Wambua thereafter welcoming all members for the meeting. The chair requested the panelists to introduce themselves, giving a chance to both the Supply Chain Management and the Technical team to make their opening remarks.
		<ul style="list-style-type: none"> The Head Supply Chain Management welcomed the participants to the meeting thanking them for the continued show of interest in KWS Tenders, noting the presence participants in the virtual meeting, he then gave a brief history of Themwe Gate in Mt. Kenya informing participants that the tender for construction of Themwe gate was initially sent as restricted tender then as an open tender whereby

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		<p>the quoted price in both instances were way above the budget that is why it had to be re-done, he advised the bidders to carefully adhere to instructions and the mandatory requirements in the document and ensure that the form of tender should be on the company letter head and wished the bidders well.</p>						
		<ul style="list-style-type: none"> • Head Supply Chain Management further urged tenderers to be keen when filling the document. 						
02/18/02/2022	Technical Presentations	<p>The Chairperson welcomed the technical team to expound on the technical issues pertaining to the tenders. Eng.Mbeda advised the bidders to check on the technical drawings and bill of quantities as per the scope of works, advising bidders to visit the site before quoting of the tender which was also emphasized with Oliver Chapa.</p> <p>Michael Wanjohi advised the bidders to price check and counter check their bids to avoid errors on form of tender against the bill of quantities as it was a critical part when it comes to the evaluation process. He informed bidders that they can access Themwe gate through Chogoria gate, but there is possibility of terrain challenges when it rains.</p>						
03/18/02/2022	Q & A Session	<p>Upon finishing the presentations the chairperson for the Questions and answers Sessions</p> <table> <tr> <th>No</th><th>Question</th><th>Answer</th></tr> <tr> <td>1.</td><td>One of the bidders wanted to know if there was any email address provided for clarification.</td><td>Eng.Mbeda replied that the email address is provided in the tender document.</td></tr> </table>	No	Question	Answer	1.	One of the bidders wanted to know if there was any email address provided for clarification.	Eng.Mbeda replied that the email address is provided in the tender document.
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04/18/02/2022		The Chair Person thanked the tenderers for the active participation in the meeting, He welcomed the Panelist for any input, whereby the Head building and fence management informed participants to keep checking the website for any addendum or clarifications on the tenders after the virtual meeting.						
05/18/02/2022	AOB	There being no other business the meeting was adjourned at 1042hrs with a word of prayer from Peter Waweru						

SIGNED: -

Peter Waweru	Date.	Chair
George Wambua	Date.	Co-Chair
Ignatius Analo	Date.....	Secretary