



REPUBLIC OF KENYA

MINISTRY OF LANDS, PUBLIC WORKS, HOUSING & URBAN DEVELOPMENT
STATE DEPARTMENT FOR PUBLIC WORKS

**PRE-TENDER CONFERENCE MEETING HELD ON 28TH JUNE 2024 FOR THE PROPOSED
COMPLETION OF THE FRESH AND FROZEN FACTORY AT LIWATONI, MOMBASA COUNTY**

CONTRACT DATA

CLIENT: State Department for Fisheries, Aquaculture, and the Blue Economy
PROJECT TITLE: The Proposed Completion of the Liwatoni Fresh and Frozen Fish Processing Plant at Liwatoni, Mombasa County
W. P ITEM NO: W.P. ITEM NO D116 CO/MSA/1802 Job No. 10464C
PROJECT MANAGER: Works Secretary
PROJECT MANAGER REP.: Chief Architect

PRESENT

1.	Dr. Mikah O. Nyaberi	Ag. Chief Executive Officer	KFIC	0720043256
2.	Mr. Sammy Okonji	HSCMS	SDBE&FA	0723349331
3.	Arch. Ken Kamau	Project Architect	SDPW	0718609549
4.	QS. Esther Githinji	Project Quantity Surveyor	SDPW	0721273675
5.	Eng. Silas Omondi	Project Electrical Engineer	SDPW	0720801684
6.	Eng. John Oduma	Project Mechanical Engineer	SDPW	0722628761
7.	Eng. Grace Mahihia	Project Structural Engineer	SDPW	0721119367
8.	Harris Anyanga	Quantity Surveyor	Milicons Ltd.	0705167161
9.	Enock Maucho	Technical Manager	Echo Four Co. Ltd.	0722501405
10.	Philip Omondi	Engineer	Ray Engineering	0722661608
11.	Hussein Noor	Representative	Ray Engineering	0722650894
12.	Kevin Musia	Representative	Top Choice Ltd	0722529720
13.	Ronald Mibel	Engineer	Glizza Power Sys.	0700369027
14.	Felix Kosgel	Engineer	House of Proc.	0727348548
15.	David Nganga	Engineer	Jogang Perfect	0720580332
16.	Samuel Tuel	Engineer	Jogang Perfect	0721419367

17.	Zayed Barrawah	Director	Azaa Const. Ltd	0722282532
18.	Joshua Mblithi	Director	Moon & 714	0725319044
19.	Francis Ndichu	Representative	Top Cholge Ltd	0791413786
20.	Evans Malga	Representative	Jogang Perfect	
21.	Albert Kulumba		Concordia Eng. Ltd.	0729469992
22.	David Achilah	Engineer	Encomm Ltd.	0721426955
23.	Moses Yonga	Sales Engineer	Philafe Eng. Ltd	0724667608
24.	Omar Sheikh	Technician	Mashtech Ltd.	0722504522


ABSENT WITH APOLOGY

1. None

<u>MINUTE</u>	<u>DELIBERATIONS</u>	<u>ACTIONS</u>
<u>1/28/6/2024</u>	<u>Preamble & Introductions</u> <ol style="list-style-type: none"> 1. The Chair called the meeting to order at 11:30AM. Prayer by Eng. Omondi 2. Introductions were done. 	
	<u>Agenda</u> <ol style="list-style-type: none"> 1. Introductions 2. Registration 3. Site Visit 4. Clarifications - Q&A 5. Certificates Issuance 6. AOB 	ALL
<u>2/28/6/2024</u>	<u>Registration</u> <ol style="list-style-type: none"> 1. An attendance sheet was circulated for attendees of the meeting to sign their names. 2. Bidders to ensure that their details are clear since it will be used to communicate with them. 3. Attendance certificates will be issued the end of the meeting. 4. A total of fourteen (14) firms attended the conference 	ALL
<u>3/28/6/2024</u>	<u>Site Visit</u> <ol style="list-style-type: none"> 1. A site visit was conducted on the following areas <ol style="list-style-type: none"> a. Machine rooms for the cold-rooms b. Proposed cold-rooms 	

	<ul style="list-style-type: none"> c. Changing rooms d. Finished product cold-room e. Generator room f. Storage tanks g. Transformer room h. Raw product cold-rooms i. External works 	
<u>4/28/6/2024</u>	<u>Clarifications - Questions and Answers</u> <ol style="list-style-type: none"> 1. The technical team shared the scope in brief. 2. The new canopy will protect the receiving area and accommodate the solar panels 3. Civil works – There is a provisional sum of 3m in the bid document under civil works. What is the scope of this work? This sum is a contingency sum for any unforeseen civil works. 4. Solar Works – The bid document indicates 645 panels for installation, but the same document indicates a support system for 550 panes This was a typographical error. The required number of panels for the project is 645. 5. International companies that are tendering and are not in the country. Is there a provision for registration certificates? Yes, once they are successful, they will be required to register. 6. What is the correct contract period? The contract period is 52 weeks. 	MC
<u>5/28/2024</u>	<u>Issuance of Certificates</u> <ol style="list-style-type: none"> 1. All bidders in attendance were given an opportunity to complete the attendance certificate and have it signed by the project consultant. 	
<u>6/28/6/2024</u>	<u>AOR</u> <ul style="list-style-type: none"> • There being no other business, the meeting was adjourned at 12:48 PM. • The project consultants were available for consultation until the posted time of 16:00. 	ALL

Minutes prepared by:



Arch. Ken Kamau (CSA)

Project Architect, SDPW.

Approved for circulation by:

1.

Arch. D. M. Walitlu, DCA

Project Manager Rep, SDPW.

2.



Sammy Okonji (Client Rep.)

HSCMS, SDFA & BE.

Distribution

1. All Present
2. Works Secretary
3. Chief Architect
4. Chief Quantity Surveyor
5. Chief Engineer (Structural)
6. Chief Engineer (Electrical)
7. Chief Engineer (Mechanical)(BS)
8. MC