

PROJECT: PROPOSED DEVELOPMENT OF PLOT L.R.NO. 2/31/3, KIRICHWA ROAD, KILIMANI AREA, NAIROBI COUNTY FOR KENYA POWER PENSION FUND.

PRE-BID SITE MEETING

Venue:	KIRICHWA SITE
Time:	1130hrs
Date:	11 th December 2020
Minutes by	MMI

PROJECT TEAM/ CIRCULATION

NAME	ABBREVIATION
KENYA POWER PENSION FUND (CLIENT)	KPPF
MUTISO MENEZES INTERNATIONAL	MMI
KARKAN PARTNERSHIP	KP
OTIENO ODONGO & PARTNERS	OOP
NORKUN INTAKES LTD	NIL
IMAGE 360 DESIGNS LTD	IDL
ALL TENDERERS	

Attendance:

✓ - Present Ap. - Apologies X - Absent:

		NAME	POSITION	COMPANY NAME:
1.	✓	Joseph Mitito	Client	KPPF
2.	✓	Consolata Mbuiya	Client	KPPF
3.	Ap.	Amos Ndung'u	Client	KPPF
4.	✓	Peter Muia	Client	KPPF
5.	✓	Amos Kimani	Client	KPPF
6.	✓	Kimani Gatai	Services Engineer	NIL
7.	✓	Antony Kamau	Services Engineer	NIL
8.	✓	Abraham Mwirigi	Services Engineer	NIL
9.	✓	Eng. Muhoro	Services Engineer	NIL
10.	✓	Alex Muchiri	Quantity Surveyor	KP
11.	✓	Daniel Odhiambo	Structural Engineer	OOP
12.	✓	David K. Ndung'u	Architect	MMI
13.	✓	Julie Gura	Architect	MMI
14.	✓	KenAlois	Architect	MMI
15.	✓	*Bidder representatives	See attached attendance sheet	

- The meeting was called to order at 1130hrs by the Client (KPPF).
- The meeting was started with a word of prayer from the Client.
- The client welcomed everyone to the meeting and gave a brief description of the role of Kenya Power Pension Fund and their previous developments projects such as The Loresho Ridge, Bogani Park and Runda Park.
- The Client invited the consultants to introduce themselves followed by the bidders.
- The Client laid out some measures to be adhered to during the meeting
 - Everyone was to ensure that their facemasks were on and worn correctly
 - That bidders' questions would be answered during the meeting and/or after the meeting within seven days. Where possible, bidders were to send their questions via the email address provided in the tender documents.
 - Bidders were assured that the process would be fully impartial and transparent. They were also urged to strictly follow the instructions as laid in the tender documents.

MATTERS ARISING:

1.0	GENERAL ISSUES
1.0.1	<p>From the tenders advertised by Kenya Power Pension Fund (KPPF):</p> <ol style="list-style-type: none"> 1. TENDER FOR MAIN CONTRACTOR WORKS- KPPF/PROC/2-A/10/2020 2. TENDER FOR WORKS FOR MECHANICAL WORKS SUB CONTRACT- KPPF/PROC/2-A/13/2020. 3. TENDER FOR WORKS FOR ELECTRICAL WORKS SUB CONTRACT- KPPF/PROC/2-A/11/2020. 4. TENDER FOR WORKS FOR LIFT SUB CONTRACT- KPPF/PROC/2-A/12/2020.

	The interested/present bidders raised the following questions:	
	BIDDERS QUESTIONS (Q)	RESPONSE/ANSWER(A)
1.0.2	<u>MAIN CONTRACTORS</u>	
	Q. Is bid security from insurance company acceptable?	A. The bid from the insurance company was acceptable. The same will be indicated in the addendum documents.
	Q. Interest on delayed payments not payable?	A. Interest is not payable but there will be no delays in payment.
	Q. A clarification on the working hours considering the project is in a residential area.	A. The working hours are the normal ones. Should a Contractor require more hours, they should apply at their own discretion to NEMA and all the other relevant authorities.
	Q. A request for some detail drawings (windows and Railings Schedules as well as kitchen and Wardrobe details).	A. They will be provided (see the addendum).
	Q. Due to a constraint of the site, the bidder sought the client's guidance on how they'd handle the tower crane and avoid intruding into the neighbors' property.	A. The client would deliberate on the issue and respond in the addendum.
	Q. The Bidder noted the summary page for the 15 typical floors is missing.	A. Summary page would be included on the addendum document.
	Q. Clarification on how the foreign contractors would participate in regard to NCA 1 and 51% local ownership requirements.	A. The client would deliberate on the issue and respond in the addendum.
1.0.3	<u>ELECTRICAL SUB- CONTRACTORS</u>	
	Q. Tender security amount in figures is stated as Ksh 1,000,000 while in words it's stated as One hundred million. Which one was correct?	A. The figure to be Ksh 1,000,000 both in figures and words.
	Q. Whether EPRA Certificates was a requirement in the bids.	A. The client would deliberate on the issue and respond
	Q. Grand summary for electrical was missing	A. The summary will be included on the addendum document.
	Q. All the subtitles for the various sections in the <i>AUDIO IP INTERCOM, MATV, FBER BACKBONE, SECURITY, VEHICULAR & GATE CONTROL SYSTEMS</i> bill of quantity read "Centralized Aerial/Satellite TV installation" and the same reflects on the summary. Was this the correct position?	A. That was an error and would be corrected on the addendum documents.

	<p>Q. On pg. 89, on conditions of contract document, Must all bidders provide CR12?</p>	<p>A. No. Registration for sole proprietorship was acceptable.</p>
1.0.4	<p>MECHANICAL SUB- CONTRACTORS</p> <p>Q. On the summary page of Block A, sanitary fittings have been indicated as Supply only. Is that the correct position?</p>	<p>A. It should be Supply and fix. The same to be provided in the addendum documents.</p>
	<p>Q. On the specification, Hot water pipes were to be insulated. The quantities are not separate?</p>	<p>A. Bidder to quote as specified considering insulation where applicable.</p>
	<p>Q. On Grand summary missing</p>	<p>A. Grand summary shall be included in the addendum.</p>
	<p>Q. On the Summary indicating Volumes which were not indicated in the document.</p>	<p>A. Corrections will be done on the addendum document.</p>
	<p>Q. What was the NCA requirements for Solar water heating and swimming pool?</p>	<p>A. The client would deliberate on the issue and respond in the addendum</p>
1.0.5	<p>LIFT SUB- CONTRACTORS</p> <p>Elevation World:</p> <p>Q. Tender security amount in figures is stated as Ksh 700,000 while in words was stated as One hundred million. Which one was correct?</p>	<p>A. The figure was to be Ksh 700,000 both in figures and words.</p>
1.1.0	<p>CLIENT MATTERS</p>	
1.1.1	<p>The client requested all bidders to have all their site visit forms signed and stamped by KPPF before leaving the site. They were also requested to sign the attendance sheet in the respective tenders.</p> <p>The client asked the bidders to send all/any question, including those raised during the meeting through the email address provided in the tender documents. All questions would be responded to through the addendum documents on KPPF Website.</p> <p>The client would respond to all the questions by Close Of Business of 17th December 2020.</p>	
1.2.0	<p>AOB</p>	
1.2.1	<p>None.</p>	
1.2.2	<p>There being no other matters to discuss, the meeting ended at 1300hrs.</p>	