

**REPUBLIC OF KENYA**



**COUNTY GOVERNMENT OF SIAYA**

**Office of the Director Supply Chain Management**

**MINUTES OF PRE-BID SITE MEETING  
FOR THE PROPOSED IMPROVEMENT OF AHINDI GARDEN PARK-  
SIAYA TOWN, PROPOSED WASHROOMS AT GOVERNORS PARK  
AND PROPOSED IMPROVEMENT OF GOVERNORS PARK SIAYA  
TOWN - TENDER NO. CGS/SCM/LANDS/KUSP-UDG/OT/2019-20/002**

**DATE AND TIME: 9<sup>TH</sup> JANUARY, 2020 AT 10.00 A.M.**

**VENUE: ALEGO-USONGA SUB-COUNTY OFFICES**

The pre-bid site meeting for Tender No. CGS/SCM/LANDS/KUSP-UDG/OT/2019-20/002 for The Proposed Improvement of Ahindi Garden Park - Siaya Town, Proposed Washrooms at Governors Park and Proposed Improvement of Governors Park Siaya Town was attended by representatives of various prospective contractors. (The list of Participants is placed as **Annex - I**)

The County Government of Siaya (CGS) Panel comprised of:

<b>No</b>	<b>Name</b>	<b>Designation</b>
1	Mr. Walter Okelo	Chief Officer Lands, Housing and Urban Development
2	Linet Oyola	Municipal Manager
3	Arch. Jared Oluoch	Director Roads, Public Works, Energy and Transport
4	George Obare	Director Housing and Urban Development
5	Wilson Omondi	Assistant Engineer
6	Cliff Paul Odhiambo	Municipal Planner
7	Martin Okwatta	Director Supply Chain Management
8	Chrispine Onyango	Procurement
9	Fredrick Opondi--	Procurement

The meeting was called to order at 11.a.m. Mr. George Obare, the session Chair welcomed all attendees and this was followed by Prayers by Mr. Fredrick Opondi before a self-introduction session. In his opening remarks, the Chair explained that the purpose of the meeting was to explain and clarify issues Contractors may have regarding the tender document and visit the sites. He gave a general overview of the of project and emphasized the CGS's top management commitment to complete the project professionally. He then welcomed the Director, Supply Chain Management who stressed that the pre-bid site meeting was mandatory and minutes of the deliberations would be sent to all Contractors who attended. The minutes would preferably be sent through email and the Contractors were requested to include reliable addresses in the attendance register. In addition to signing the attendance register, the Contractors were advised to ensure that they were issued with a Certificate of Site Visit duly signed by a representative of CGS.

The meeting was then open to a question and answer period. Contractors were first requested to ask questions on the tender document before moving to the two sites. It was apparent that the prospective contractors had not gone through the tender document. The meeting attendees first visited the Governor's Park before proceeding to Ahindi's Garden Park. In Both, Mr. George Obare briefly gave an overview the intended works followed by a question and answer session. A summary of the questions asked and the responses is placed as **Annexure II**.

Just as the meeting was coming to a close, Mr. Kiili Kilonzo, who had signed in as representing M/s Viijay Limited changed his representation to that of M/s Plan and Trend EA Ltd.

There being no more queries from the participants, the meeting was concluded with vote of thanks from Mr. Walter Okelo and an undertaking to finalize and send the minutes by Tuesday 14<sup>th</sup> January, 2020

**LIST OF CONTRACTORS' REPRESENTED**

<b>S/No</b>	<b>Name</b>	<b>Company</b>	<b>Email</b>
1	Nickson Owiti	Mc Finely Healthcare Ltd	<a href="mailto:Info@mcheathcareltd.com">Info@mcheathcareltd.com</a>
2	Kefar Nyambane	Cathemax Investment Ltd	<a href="mailto:Kenkefah@gmail.com">Kenkefah@gmail.com</a>
3	Kennedy Juma	Voacom Networks Ltd	<a href="mailto:Vitalis.asewe@voacom.net">Vitalis.asewe@voacom.net</a>
4	Kiili Kilonzo	Plan and Trend E.A Ltd	<a href="mailto:Steve07kinyua@gmail.com">Steve07kinyua@gmail.com</a>
5	Francis Oduor	Lizley Communications Ltd	<a href="mailto:lizleycommunications@gmail.com">lizleycommunications@gmail.com</a>
6	Alice Agango	Horrizon Business Solution Ltd	<a href="mailto:info@horizon.co.ke">info@horizon.co.ke</a>
7	Joyce Anyango	Joyrwl Ltd	<a href="mailto:joyrowl@gmail.com">joyrowl@gmail.com</a>
8	Geoge Juma Kochiel	Landmark General Works Ltd	<a href="mailto:Landmarkltd07@gmail.com">Landmarkltd07@gmail.com</a>
9	Fredrick Otieno	Philmark System Services	<a href="mailto:philmarksystem@gmail.com">philmarksystem@gmail.com</a>
10	Mr. Aluoch Apopa	Akish General Agencies	<a href="mailto:Aluochb8n@yahoo.com">Aluochb8n@yahoo.com</a>
11	George Imbandu	Joyrowl Ltd	<a href="mailto:Geogeaseka@gmail.com">Geogeaseka@gmail.com</a>
12	Geoge Ochieng	Beneli Engineering Services Ltd	<a href="mailto:Benelieng@yahoo.com">Benelieng@yahoo.com</a>
13	Alloyce Opondo Sanjre	Great Levels(k)Ltd	<a href="mailto:Greatlevels6@gmail.com">Greatlevels6@gmail.com</a>
14	Martin Ogemba	Abelard Ent. Ltd	<a href="mailto:abelardcompanylimited@gmail.com">abelardcompanylimited@gmail.com</a>
15	Sivanus Ochieng	Nile Logistic Services	<a href="mailto:NLS2005@yahoo.com">NLS2005@yahoo.com</a>
16	Justine Otieno	Waaso Construction Limited	<a href="mailto:waasoconstruction@gmail.com">waasoconstruction@gmail.com</a>
17	Stephen Brian Owuor	Evalovely Investment Limited	<a href="mailto:evalovelyinvestmentslimited@gmail.com">evalovelyinvestmentslimited@gmail.com</a>

## ANNEXURE II

### SUMMARY OF THE QUESTIONS ASKED AND THEIR RESPONSES IN THE PRE-PROPOSAL CONFERENCE

No.	Query	Reply / Clarification
1.	Are Contractors' allowed to ask questions /seek clarifications after the Pre-Bid Site Meeting and will the responses to any such questions be sent to all contractors?	<ul style="list-style-type: none"> <li>▪ Refer to Clause 3.16 of the Instructions to Tenderers which provides that '<i>Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 7 days prior to the deadline for submission of tenders</i>'.</li> <li>▪ This is however highly discouraged as it was expected that all issues will be raised at the Pre-Bid Site Meeting to give contractors adequate time to effectively respond.</li> <li>▪ Responses to any issue raised after the Pre-Bid Site Meeting will be sent to all contractors who attended the meeting</li> </ul>
2	How are prospective Contractors expected to raise the issues?	<ul style="list-style-type: none"> <li>▪ Please send any query through the following Email:  Email: otienookwatta@gmail.com</li> </ul>
3	Can an Individual represent more than one (1) Firm in the Pre-Bid Site Meeting	<ul style="list-style-type: none"> <li>▪ No, as this will lead to disqualification.</li> </ul>
4	While responding to the tender, will the Tenderers be required to submit the original or copy of the Certificate of Tenderer's Visit to The Site	<ul style="list-style-type: none"> <li>▪ Tenderers will be required to submit the original since the Pre-Bid Site Meeting was mandatory and only firms represented are eligible to tender. The County Government of Siaya will cross-check with the attendance register</li> </ul>
5	Is there electrical and mechanical works PCs for doing the washrooms	The mechanical and electrical components of the abolition in governors park is taken care of in the bills under item PROPOSED WASHROOMS AT GOVERNORS PARK. Check the updated BQ on the website.
6	There were NO preliminary items to be priced in the tender document	Preliminary items have been included in the Tender Document for Pricing.

No.	Query	Reply / Clarification
7	Who will take care of survey works consultancy in the drainage works?	The levels will be provided for by the client surveyors, they will work together with the contractor for efficient execution of works. Contractor is also expected to have a surveyor/survey assistant in their firm to interpret survey levels
8	How are the relocation of service during the execution of works taken care of?	The provision for reallocating services are within the measured and provisional bills

**Note: It was noted that the Bills of Quantities included in the Tender Document uploaded in the Website was incomplete. This has been replaced with a complete one which has also be sent to all prospective contractors who attended the Pre-Bid Site Meeting and Uploaded in the County Government of Siaya website.**

*End.*



