



REPUBLIC OF KENYA
MINISTRY OF MINING, BLUE ECONOMY AND MARITIME AFFAIRS
STATE DEPARTMENT FOR THE BLUE ECONOMY AND FISHERIES

**MINUTES OF PRE TENDER SITE VISIT FOR PROPOSED COMPLETION OF LIWATONI
FRESH AND FROZEN FISH PROCESSING PLANT**

TENDER NO: MMBE&MA/SDBE&F/26/2023-2024

PRESENT

S/No.	Name	Designation	Organisation
1	Dr. Mikah O. Nyaberi	Ag. CEO KFIC	KFIC
2	Eng. John Oduma	CSE(M)	SDPW
3	Sammy Okonji	DDSCMS	SDBE&F
4	Michael Zen	CE	CRBC
5	Jason Chen	Engineer	CRBC
6	Xu Mancheng	Engineer	CRBC
7	Ma Ji Peng	Engineer	CRBC
8	Paul Gisemba	Manager	Skillman Construction
9	David Achillah	Engineer	Encomm Ltd
10	Vivian Birir	Manager	Tecnodynamic contractor ltd
11	Frida Mwashumbe	Marketing	Tello Company ltd
12	Richard Wang'ombe	Representation	Homefix Limited

MMBE&MA/SDBE&F/MIN NO.1/ 28TH MARCH/2024: OPENING REMARKS

The Chairperson, Dr. Nyaberi called the meeting to order at 11:00 AM. He welcomed prospective bidders and officers present and asked them to introduce themselves. After introductions the chairperson informed those present that the pre tender site visit which was earlier scheduled for 29th March 2024 was rescheduled to 28th March, 2024 through addendum published in the Ministry website and state tenders portal because 29th March, 2024 fell on a public holiday. He asked the Head of procurement to take the members through the agenda of the day.

MMBE&MA/SDBE&F/MIN NO.2/ 28TH MARCH/2024: AGENDA OF THE DAY

The head of procurement outlined the agenda which was adopted as follows

1. Chairperson Opening remarks
2. Adoption of Agenda
3. Signing of attendance register
4. Site view/ familiarization
5. Questions and answers
6. Filling and Signing certificate of pre-tender site visit
7. Any Other Business

MMBE&MA/SDBE&F/MIN NO.3/ 28TH MARCH/2024: SIGNING OF ATTENDANCE REGISTER

All prospective bidders and officers present were required to sign attendance register which will remain open until 1600Hrs EAT. All present signed indicating the organization they represent their designation and the contact including mobile numbers and email addresses.

MMBE&MA/SDBE&F/MIN NO.4/ 28TH MARCH/2024: SITE VIEW/FAMILIARISATION

The prospective bidders and officers present were taken round the site for familiarisation by Eng. John Oduma from State Department for Public works where the following areas which covers the scope of work were highlighted:

- Raw material Cold rooms
- Fresh and frozen area
- Finished product coldroom
- Male and female changing rooms
- Generator house
- water tanks area
- Main gate
- Unfinished builders work at Canary area
- External civil works

MMBE&MA/SDBE&F/MIN NO.5/ 28TH MARCH/2024: QUESTIONS AND ANSWERS

The bidders requested for designs and they were informed that the designs requested for would be send together with the pre tender site minutes

MMBE&MA/SDBE&F/MIN NO.6/ 28TH MARCH/2024: FILLING AND SIGNING OF CERTIFICATE OF TENDERER PRE TENDER SITE VISIT

Prospective bidders filled and signed certificate of tenderer pre tender site visit which were witnessed by Mechanical Engineer State Department for Public works. A total of seven certificates were signed.

There being no other business the site visit was closed at 1600Hrs EAT

Signed

Chairman Dr. Nyaberi O. Mikah-----



Secretary Eng. John Oduma-----

