



## MURANG'A UNIVERSITY OF TECHNOLOGY PROCUREMENT DEPARTMENT

### MINUTES OF THE PRE-TENDER SITE VISIT AND CONFERENCE FOR CONSTRUCTION OF THE PROPOSED TUITION BLOCK PHASER II - MUT/T 04 /TB/PH-II/2023-2023 HELD ON 9<sup>TH</sup> AUGUST 2023 AT 10.30A.M IN THE OLD BOARDROOM

#### Attendance

- |                              |  |
|------------------------------|--|
| 1. Mr. Elijah Mwangi         | - Project Electrical Engineer          |
| 2. Mr. Eliud Liku            | - Project Architect                    |
| 3. Mr. Tom O. Oketch         | - Project Quantity Survey              |
| 4. Mr. Robert O. Oduor       | - Project Quantity Survey              |
| 5. Mr. Anthony M. Nyaga      | - Project Civil Engineer               |
| 6. Mr. Andrew Nyambuto       | - Project Mechanical Engineer          |
| 7. Ms. Mukami Ndegwa         | - Project Land Surveyor                |
| 8. Mr. Bonface M. Ngocho     | - Project Electrical Engineer          |
| 9. Ms. Marystella N. Momanyi | - Project Coordinator (UNES)           |
| 10. Ms. Rodah Mungai         | - Clerk of Works (MUT)                 |
| 11. Ms. Mary Nyaga           | - Secretariat (MUT)                    |
| 12. Mr. Victor Gichuki       | - Head of Procurement Department (MUT) |

#### In-attendance

- |                               |                               |
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| Prof. Beatrice Mugendi, Ph.D. | - Deputy Vice Chancellor (FD) |
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#### Agenda

1. Prayer
2. Apologies
3. Adoption of the Agenda
4. Declaration of Personal Interest
5. Communication from the Chair
6. Adjournment



MIN. NO. 1	AGENDA	ACTION BY
MIN 1/ TB PH II /2023 Prayer	The Chairperson called the meeting to order at 10.30 A.M. with a Prayer by Ms. Rodah Mungai.	
MIN 2/ TB PH II /2023 Apologies	There were no apologies.	



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MIN 3/ TB PH II /2023 Adoption of the Agenda	The agenda was proposed by Ms. Rodah Mungai and seconded by Mr. Roman Okota (Bidder Representative).	
MIN 4/ TB PH II /2023 Declaration of personal interest	None of the members indicated any personal interest on the Declaration Form of Personal Interest.	
MIN 5/ TB PH II /2023 Communication from the chair	<p>The Chair welcomed members to the meeting.</p> <p><b>Informed</b></p> <ol style="list-style-type: none"> <li>1. That the purpose of the site visit was to ensure that the bidders familiarize themselves with the construction site before bidding.</li> <li>2. That the bid document was amended.</li> <li>3. That the registration of bidders' representative to be done after the site visit.</li> <li>4. that all communications should be done through the University's Official communications channels emails and the phone contact read out to bidders.</li> </ol>	Head of Procurement
MIN 6/ TB PH II /2023 Site	The DVC(FD) welcomed the bidders' representatives to Murang'a University of Technology. There was a brief introduction of the attendees before the Projector Manager and the Head of Procurement to proceed with the exercise.	DVC(FD)
MIN 7 / TB PH II /2023 Communication from Project Manager at the site	<p>The Project Manager thanked the bidders for showing interest in bidding for the proposed project and wished them well as they participate in the tendering process. He urged the bidders to feel free and ask questions for any clarity they may require.</p> <p>The project manager explained to the bidders that site has no sewer line, but other amenities like water and electricity are near.</p> <p>After the bidders were satisfied with the site inspection, all members proceeded to the Old Boardroom for question and answer session as well as registration of bidders' representatives.</p>	Project Manager
MIN 7 / TB PH II /2023 Question and answer session	<p><b>Questions and Responses;</b></p> <ol style="list-style-type: none"> <li>1. That there an amended bid will the tender period extended? <ul style="list-style-type: none"> <li>- No, the amendments are minimal to necessitate extension of time.</li> </ul> </li> <li>2. Is there a standard format for MR4, MR5 &amp; MR6?</li> </ol>	



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	<ul style="list-style-type: none"> <li>- No, Tenderer will use his own format, but ensure all the required information is provided.</li> </ul> <p>3. The document does not specify the required personnel and equipment.</p> <ul style="list-style-type: none"> <li>- The format provided in the tender document as per PPRA guidelines. There is no standard list of personnel and equipment so the Tenderer shall provide his own and on the basis of what s/he considers to be needed for execution of the project.</li> <li>- The bidder may append additional pages as long as the bid document is well paginated, signed and stamped.</li> </ul> <p>4. Is there a room for the Main Contractor to change the sub-contractors after an award of tender?</p> <ul style="list-style-type: none"> <li>- No, the new sub-contractors would not have been evaluated together with the Main contractor.</li> </ul> <p>5. Whether Tender Security can be provided by an Insurance Company?</p> <ul style="list-style-type: none"> <li>- Yes, however by Insurance firms Authorized by PPRA and banks suitable to issue a tender security.</li> </ul> <p>6. Were trial Pits done by the project managers?</p> <ul style="list-style-type: none"> <li>- Trial pits were not done for this Pre-Tender Site Visit, but bidders may make arrangements through the University to access the site to collect any information if they deemed it necessary.</li> </ul>	
MIN 7/ TB PH II /2023 Adjournment	The meeting ended with a prayer at 11.55 A.M.	Roman Okota (Bidder Representative)

Minutes Signed by: Vincent Gwani Sign: [Signature] Date: 10/8/2023  
Head of Procurement



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