



MURANG'A UNIVERSITY OF TECHNOLOGY PROCUREMENT DEPARTMENT

MINUTES OF THE PRE-TENDER AND CONFERENCE FOR COMPLETION OF THE
PROPOSED HOSTEL BLOCK, PHASE 1 WING 2 - MUT/T 05 /HB/PH1 W2/2023-2024
HELD ON 29TH AUGUST 2023 AT 10.00A.M IN POST GRADUATE SEMINAR ROOM NO. 6

Attendance

1. Mr. Victor Gichuki - Head of Procurement Department (MUT) - Chairing
2. Mr. Austin N. Kamau - Project Manager
3. Mr. Erick Kimotho - Public Works
4. Mr. Alex Mbiruiru - Public Works
5. Ms. Rodah Mungai - Clerk of Works (MUT)
6. Mary Nyaga - Secretariat (MUT)

Agenda

1. Prayer
2. Apologies (if any)
3. Adoption of the Agenda
4. Declaration of Personal Interest
5. Communication from the Chair
6. Viewing of the Site
7. Adjournment



MIN. NO. 2	AGENDA	ACTION BY
MIN 1/ HB PH II W2/2023-2024 Prayer	The Chairperson called the meeting to order at 10. 05 A.M. with a Prayer by Ms. Rodah Mungai.	
MIN 2/ HB PH II W2/2023-2024 Apologies	There were no apologies.	
MIN 3/ HB PH II W2/2023-2024 Adoption of the Agenda	The agenda was proposed by Ms. Rodah Mungai and seconded by Jayendra Vagjiani (bidder Representative).	



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MIN 4/ HB PH II W2/2023-2024 Declaration of personal interest	None of the members indicated any personal interest on the Declaration Form of personal Interest.	
MIN 5/ HB PH II W2/2023-2024 Communication from the Chair	<p>The Chair welcomed the bidders to Murang'a University of Technology.</p> <p>There was a brief introduction of the attendees.</p> <p>The Chair appreciated the bidders for showing interest in bidding for the proposed project and wished them well in the tendering process.</p> <p>The Chair Informed the bidders that;</p> <ol style="list-style-type: none"> 1. The purpose of the mandatory site viewing was to ensure that the bidders familiarize themselves with the project before bidding. 2. The bidders' representative should register their attendance after the site viewing exercise and ensure that they carry their site viewing certificate for tendering purposes. 3. They were free to ask question/s for any clarity that they may require in regard to the project. 4. Those who were present for the site visit can request to view the building again if need be, but ensure they notify the Procurement Department in writing prior. 5. The official communication should be done through the contact read out to the bidders and not any other. 	Head of Procurement Unit
MIN 6 / HB PH II W2/2023-2024 Site viewing	<p>The Project Manager thanked the University for giving them the opportunity to manage the project.</p> <p>The Project Manager commended the bidders for taking the initiative of visiting the site.</p> <p>The Project Manager and his team lead the bidder's representatives to the viewing of the building, materials on site and the surroundings.</p>	Project Manager



	<p>The Project Manager highlighted the following;</p> <ol style="list-style-type: none"> 1. That it will be upon the successful bidder to provide Water, Electricity and Security on site but in liaison with the University. 2. That the successful bidder shall put sign boards and arrange on how they will be accessing the site. 3. That labour camp is not allowed on site. 4. No housing of staff. 5. To provide site office/storage and site sanitation. 6. That ALL the outstanding works are well outlined in the Bill of Quantities (BQ). 7. That some of the materials viewed on site may require replacement since the quality has degraded due to overstaying. <p>After the bidders were satisfied with the project inspection and the clarifications highlighted by the Project Manager, all members proceeded to the Postgraduate Seminar Room No. 6 where registration of bidder's representatives took place.</p>	
MIN 7/ TB PH II /2023-2024 Adjournment	The meeting ended with a prayer by Mr. Paul Ngamau at 12.20 P.M.	Bidder Representative

Minutes Signed by: Vincent Gwinyi Sign: [Signature] Date: 31/8/2023
Head of Procurement



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