



MURANG'A UNIVERSITY OF TECHNOLOGY PROCUREMENT DEPARTMENT

MINUTES OF THE PRE-TENDER AND CONFERENCE FOR SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF A BOREHOLE SOLAR POWERED WATER PUMPING SOLUTION FOR MURANG'A UNIVERSITY OF TECHNOLOGY MUT/T 06/BOREHOLE PUMP/2023-2024 HELD ON 29TH FEBRUARY 2024 AT 11.00 A.M IN POST GRADUATE SEMINAR ROOM NO. 6

Attendance

- | | | |
|-----------------------|---|--|
| 1. Mr. Simon Wainana | - | Project Manager |
| 2. Mr. John Chege | - | Assistant Quantity Surveyor (Public Works) • |
| 3. Ms. Rodah Mungai | - | Clerk of Works (MUT) |
| 4. Mr. Victor Gichuki | - | Head of Procurement Department (MUT) |
| 5. Mr. Eugene Juma | - | Secretariat (MUT) |
| 6. Mr. Erick Onsare | - | 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

PROCUREMENT
MURANG'A UNIVERSITY OF TECHNOLOGY
29 FEB 2024

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MIN. NO. 6	AGENDA	ACTION BY
MUT/T06/BOREHOLE PUMP/2023-2024 Prayer	The Chairperson called the meeting to order at 11.30 A.M. with a Prayer by Ms. Rodah Mungai. There were no apologies.	
MUT/T06/BOREHOLE PUMP/2023-2024 Apologies MUT/T06/BOREHOLE PUMP/2023-2024 Adoption of the Agenda	The agenda was proposed by Ms. Rodah Mungai and seconded by Mr. Ramadhan Mwero (bidder Representative).	
MUT/T06/BOREHOLE PUMP/2023-2024 Declaration of personal interest	None of the members indicated any personal interest on the Declaration Form of personal Interest.	
MUT/T06/BOREHOLE PUMP/2023-2024 Communication from the Chair	The Chair welcomed the bidders to Murang'a University of Technology. There was a brief introduction of the attendees. The Chair appreciated the bidders for showing interest in bidding for the proposed project and wished them well in the tendering process.	Head of Procurement Unit

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MUT/T06/BOREHOLE PUMP/2023-2024 Site viewing	The Project Manager thanked the bidders for availing themselves for the visiting the site. He then requested that the exercise commences at the borehole site.	Project Manag
MUT/T06/BOREHOLE PUMP/2023-2024 Questions and Answers	Questions and Responses: <ol style="list-style-type: none"> 1. Was there a Borehole design sketch and was the test pumping done? <ul style="list-style-type: none"> • Yes, all this was done and bidders were issued with copies of the Design Sketch and Test Pumping results. 2. Whether the Bill of Quantity had factored in the Contingencies. <ul style="list-style-type: none"> • Bidders were informed that the earlier Bill of Quantity did not specify the amount for contingencies, but a fresh Bill of Quantity will be issued with the value of Ksh. 300,000.00 and bidders were asked to download the fresh BQ from the University's website. 3. Bidders also sort clarification on the various measurements and values in the BQ, which were well elaborated and answered satisfactory. <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> 	Bidder Representativ
MUT/T07/BOREHOLE PUMP/2023-2024 Adjournment	The meeting ended with a prayer by Ms. Judy Kimathi at 1.20 P.M.	

Minutes Signed by: *[Signature]* Head of Procurement
 Sign: *[Signature]*
 Date: *29/2/2024*



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