



MURANG'A UNIVERSITY OF TECHNOLOGY PROCUREMENT DEPARTMENT

MINUTES OF THE PRE-TENDER FOR PROPOSED IMPROVEMENT OF INTERNAL ROADS FOR MURANG'A UNIVERSITY OF TECHNOLOGY HELD ON 1ST MARCH 2024 AT 11.00 A.M IN THE POST GRADUATE SEMINAR ROOM NO. 6

Attendance

1. Mr. Victor Gichuki - Head of Procurement Department (MUT) Chairing
2. Mr. Austin Kamau - Project Manager
3. Mr. John Chege - Assistant Quantity Surveyor (Public Works)
4. Ms. Rodah Mungai - Clerk of Works (MUT)
5. Mr. Mike Akeyo - Estates Department
6. Ms. Fridah Wangechi - Secretariat (MUT)
7. Ms. Evelyne Munuve - 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. 8	AGENDA	ACTION BY
MUT/T08/INTERNAL ROADS/2023-2024 Prayer	The Chairperson called the meeting to order at 11.00 A.M. with a Prayer by Ms. Rodah Mungai.	
MUT/T08/INTERNAL ROADS /2023-2024 Apologies	There were no apologies.	
MUT/T08/INTERNAL ROADS /2023-2024	The agenda was proposed by Mr. Mike Akeyo and seconded by Ms. Emily Gitonga (bidder Representative).	



MUT IS ISO 9001: 2015 & ISO/IEC 27001:2013 CERTIFIED



Adoption of the Agenda		
MUT/T08/ INTERNAL ROADS /2023-2024 Declaration of personal interest	None of the members indicated any personal interest on the Declaration Form of personal Interest.	
MUT/T08/ INTERNAL ROADS /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 University Members, Project Team and Bidder Representatives.</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. The official communication should be done through the official contact and email read out to the bidders and not any other. 	Head of Procurement Unit
MUT/T08/ INTERNAL ROADS /2023-2024 Site viewing	The Project Manager thanked the bidders for availing themselves for visiting the site. He then requested that the exercise commences at various sections where the roads will be constructed.	Project Manager
MUT/T08/ INTERNAL ROADS /2023-2024	<p>Questions and Responses:</p> <ol style="list-style-type: none"> 1. Whether the Cabro thickness is 60mm or 80mm? 	



MUT IS ISO 9001: 2015 & ISO/IEC 27001:2013 CERTIFIED



<p>Questions and Answers</p>	<ul style="list-style-type: none"> • Bidders were advised to quoted as per the Bill of quantity. <p>2. Whether Tender security was to be issued by Insurance Companies only?</p> <ul style="list-style-type: none"> • Tender security to be issued by an approved Insurance Companies by PPRA or to be issued by a Commercial Bank. <p>After the bidders were satisfied with the inspection/visit and the clarifications highlighted by the Project Manager and Head of Procurement, all members proceeded to the Postgraduate Seminar Room No. 6 where registration of bidder's representatives took place.</p>	
<p>MUT/T08/ INTERNAL ROADS/2023-2024 Adjournment</p>	<p>The meeting ended with a prayer by Mr. Pius Mwangi at 12.20 P.M.</p>	<p>Bidder Representative</p>

Minutes Signed by: Victor Gichini Sign: [Signature] Date: 1/3/2024
Head of Procurement

