

CHUKA



UNIVERSITY

PROCUREMENT DEPARTMENT

THE PROPOSED MAIN LIBRARY COMPLEX PHASE TWO

(TENDER NO. CU/OPNT/08/2021-2022)

MINUTES OF THE PRE-TENDER SITE VISIT HELD ON 29TH NOVEMBER, 2021 AT 12:00 NOON.

Members Present:

- | | | |
|-----------------------|---|---------------------------|
| 1. Mr. Isaac Kimaiyo | - | Chairperson/Procurement |
| 2. Arch. Moses Kirimi | - | University Architect |
| 3. Qs. Partrick Njeru | - | Consultant/Member |
| 4. Architect Koech | - | Consultant/member |
| 5. Mr. Collins Mawira | - | University Clerk of Works |
| 6. Mr. Joseph Ledama | - | Procurement/Secretariat |

Agenda:

1. Preliminaries
2. Communication from the Chair
3. Bidders representative concerns/issues
4. Brief Clarifications on the Tender by Consultant QS.
5. Brief Clarifications on the Tender by University Arch.
6. AOB

MIN/01/SM:2/2021-2022: Preliminaries

Brief reference to the advert

Chuka University advertised the tender for Proposed Main Library Complex Phase Two **(Building and Associated Civil Engineering Works, General Electrical Installation Works and General Plumbing and Drainage Installation Works)** on 22nd November, 2021 in the Daily Nation, Standard Newspapers, The Government Tenders Portal and Chuka University Website.

The Pre-Tender site visit meeting was scheduled to take place on 29th November, 2021 at 12:00 Noon as per the advert, the bidder's representatives were invited to attend the meeting to get their concerns addressed.

The meeting was attended by Twenty Four (24) bidders and their representative.

The meeting was called to order at 12.10 pm and a prayer was said by Mr. Isaac Kimaiyo and followed by individual introductions both from the bidder's representatives and the client members.

MIN.02/SM:2/2021-2022: Communication from the Chair

The Chairman welcomed the members and bidder's representatives to the pre-tender site meeting and thanked them for availing their time to attend the exercise in good time.

The Chairman informed the bidders representative that Chuka University recognizes the role played by Contractors/Suppliers and other external providers to sustain the University in terms of development infrastructure and enhancement of proper utilization of resources to achieve value for money.

He informed them that the site visit was important since it enables the prospective bidder to understand the logistics of the project and therefore enable them to quote competitively.

He informed them that the procurement process will be fair, transparent and will be done in accordance with PPADA, 2015 using the New Standard Tender Document provided by the PPRA.

He encouraged members to point out issues that needed clarifications concerning the tender.

MIN.03/SM:2/2021-2022: The Issues raised by the present Bidders are shown in table 1.

Table. 1: Issues raised by the Bidders and Response by the Client

S/N	Issue raised by bidder	Response by the Client	Remarks
1	Duration of contract from commencement	The contract will takes a maximum of Five years	
2	A bidder wanted clarifications on the exact the tender Number and year.	The bidder was informed to use the tender name and number as per the advertisement in the Newspaper that appeared on 22/11/2021	
3	A bidder asked whether they can price only the sub-contract for the tender i.e Electrical works.	The bidder was informed that the tender is a consortium and that sub-contracts are domestic and pricing should be all inclusive the prime cost.	
4	A Bidder asked about submission deadlines	He was informed to clearly read the advert and should submit before or during the date stated before 12.00 Noon.	

MIN.04/SM:2/2021-2022: Brief Clarifications of the Project by the Consultant Quantity Surveyor

He clarified the following issues:

1. Where a bidder prices and states at the summary page that the prices are VAT inclusive (instead of adding VAT to its subtotal as per the BQs format) the VAT for the provisional and prime cost sums will be deemed to be a discount.
2. The VAT component to be clearly shown at the grand summary pages as per the format of the BQs
3. The Form of tender is a comprehensive part which has undergone changes in the new standard tender document, and should be accompanied with Power of Attorney.
4. The QS. Explained to the bidders the importance and differences between a Performance bond and Bid bond as security measures.
5. The bidders to read and understand the Preliminaries before they quote, although the University has done some excavations at the proposed site, but all bidders should price these works competitively.
6. The procuring entity has partially fenced off the proposed site for holding and security purpose. After project award, the procuring entity will remove its fence for use elsewhere and the bidder will be expected to fully fence off the site at its own cost.
7. He informed the bidders to properly bind their document by separating and labelling similar content or volumes and paginate all pages and indicate the total number of pages including the one provided by the client.
8. During signing of the contract, the winning bidder will present the work-schedules and financial forecast schedules which will be signed together with the contract agreement.

MIN.05/SM:2/2021-2022: Brief Clarifications of the University Architect

He clarified the following issues:

1. That there is more work to be done on the site despite being seen that there has been some excavations and provision of holding and security area.
2. That there is a floodlight security high-mask that should be relocated to around main gate A of the University and bidders to price for it competitively
3. That the water pipes should be diverted and electric poles should be relocated to rightful positions.
4. That there are existing structures that needs to be demolished and further excavations to be done by the contractor
5. He informed the bidders to properly consider their quality of materials to price them as per the BQs since they would be subjected to testing before approval by relevant technical teams
6. On workmanship, the Architect stressed that the client is very strict on quality work and does not allow shortcuts.

MIN: 06/SM:2/21-22: AOB

There being no other business, the tender site meeting exercise ended at 13:20 PM.

Isaac Kimaiyo

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**Procurement Department
Chuka University**