



PROCUREMENT DEPARTMENT

PROVISION OF CLEANING SERVICES.

(TENDER NO. CU/OPNT/01/2023-2024)

MINUTES OF THE PRE-TENDER SITE VISIT HELD ON 2ND AUGUST 2023 AT 12:00 NOON.

Members Present:

- | | |
|-----------------------------|-------------|
| 1. Mr. Eliphers Ohuru | Chairperson |
| 2. QS. Elias Nyaga | Member |
| 3. Mr. Fredrick Gitari | secretary |
| 4. Bidders' Representatives | |

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:2/2023-2024: Preliminaries

Brief reference to the advert

Chuka University advertised the tender for Provision of Cleaning Services on 25th July 2023 in the Daily Nation and the Government Portal and Chuka University Website.

The Pre-Tender site visit meeting was scheduled to take place on 2nd August 2023 at 12:00 Noon as per the tender documents,

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

MIN.02/SM:2/2023-2024: 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 in an informed manner.

He assured 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:2/2023-2024: The Issues raised by the present Bidders are as 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
1	Duration of contract from commencement	The tender will be for Two years.
2	A bidder asked if they could represent more than one company.	The bidder was informed that it is one person per company.
3	Does the university allow night shifts	It is possible but one will need approval of the Vice Chancellor
4	Requirement for director's qualifications	Necessary because they approve decisions made by the company's supervisors. The approved or denied decisions can adversely affect the contract during implementation.

MIN.04/SM:2/2023-2024: Brief Clarifications of the University

He clarified the following issues:

1. That the discounts may start from zero to whatever amount one may wish.
2. That site visit is not mandatory but is very necessary so that the bidder is able to prepare their quotations based on clear information.

3. The cost assigned to each cluster / building should be the actual cost for performing the works.
4. That cluster thirteen wing B will become available on notice from the University

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

There being no other business, the tender site meeting exercise ended at 3:00PM.

Minutes Signed

Eliphers Ohuru

Chairman

Date

03/08/2023

Fredrick Mutembei

Secretary

Date

03/08/2023