



MINISTRY OF ROADS AND TRANSPORT

STATE DEPARTMENT FOR TRANSPORT

**THE PROPOSED REPLACEMENT SUPPLY, INSTALLATION, TESTING AND
COMMISSIONING OF FOUR (4No.) LIFT INSTALLATION WORKS AT
TRANSCOM HOUSE- NGONG ROAD**

TENDER NO.: MOR&T/SDoT/RT/003/2024-2025

Minutes of Mandatory Pretender site visit and meeting

Tuesday 4th February, 2025 from 10:00 AM to 12:00 PM at Transcom House, Ngong Road

Attendance.

S/NO	NAME	ORGANIZATION	DESIGNATION
1	Josephat Muge	Eurolifts EA Ltd	Engineer
2	Catherine Rebo	Eurolifts EA Ltd	Project Manager
3	Ian Muthui	Powerware systems limited	Quantity Surveyor
4	Michael Muhathia	Muga Electrical	Quantity Surveyor
5	Charles Obure	Top Choice	Supervisor
6	Zakayo Nderui	Circuit field	Supervisor
7	Michael Kiilu Mulonzi	Konza Elevators Limited	Director
8	Erick Omondi	Shanghai Engineering	Supervisor
9	James Gitonga	Wetwood Electrical	Director
10	Aggrey Asibwa	Frejed	Technician
11	Caleb Mutuku	Schindler Ltd	Sales Engineer
12	Allan Ogutu	Asfia Investment	Supervisor
13	Eng Joel Nadebu	SDPW	Electrical Engineer
14	Benson Muthama	SDoT	Building inspector/caretaker
15	Ferdinand wandera	SDoT	DDSCM (Procurement)
16	Mary Murumu	SDoT	Snr SCM (Procurement)

MINUTES

ITEM	PARTICULARS	ACTION
01.00	PREAMBLE	
01.01	The meeting was called to order by Mr Ferdinand Wandera of State Department for Transport at 10.19 am. A word of prayer was offered by Catherine Rebo.	info
01.02	A round of self-introductions was done by all present.	info
02.00	Brief description of the Scope	
02.01	1. The tenderers were reminded to read the instructions careful and avoid mistakes while preparing the tender document 2. The Project Manager's representatives briefly described the scope of works for the THE PROPOSED REPLACEMENT SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF FOUR (4No.) LIFT INSTALLATION WORKS AT TRANSCOM HOUSE- NGONG ROAD TENDER NO.: MOR&T/SDoT/RT/003/2024-2025 3. The works entail decommissioning of existing 4 No lifts, importation and installation of 4 no new lifts, associated builders works, electrical works and other components as highlighted in the Bills of quantities and specifications.	All to note
03.00	Site Visit, inspection and verification	
03.01	1. All the tenderers present were given supervised access (by project Manager's representatives and Client representatives) to the existing lift components (cars, shafts, pits and machine room and lift lobbies). 2. All tenderers present observed, inspected, verified and took all relevant measurements and parameters that would allow them to adequately prepare competitive proposals and bids.	All to note
04.00	Clarifications after Site Visit, inspection and clarification	
04.01	1. The tenderers sought clarification on the width of the entrances of the proposed lift. Response: The tenderers were directed to consider a width of 1000mm for the entrances as per the measurements taken during pretender site visit. 2. The tenderers sought clarification on Destination Control System and call buttons. Response: It was clarified that there are three lifts that will use a Destination	All to note

control system while the VIP lift will be using call buttons and it will be standalone.

3. Tenderers sought clarification on provision of Architraves, shaft painting and power supply.

Response: Tenderers were advised to price for the architraves, shaft painting, other associated builders works and associated electrical works as provided for in the Specifications and bills of quantities.

4. Tenderers sought clarification on speed of the lifts

Response:

Tenderers were directed to price for lifts whose speed is **2m/s**

5. Tenderers sought clarification on location of landing hall indicators

Response:

Tenderers were directed to price for landing hall indicators on **all floors for all the 4No lifts.**

6. Tenderers sought clarification on interior finishes for the lifts.

Response:

Tenderers were directed to price for interior finishes as provided for in specifications and bills of quantities.

7. Tenderers sought clarification on the number of pages of the tender document.

Response:

A hard copy of the tender document that was uploaded on the website was tabled in the meeting and all the attendees certified that the tender document ends at **page 232.**

8. Tenderers sought clarification on the Bid bond type.

Response:

Tenderers were directed to strictly submit a bid bond as per the **Tender Data Sheet (TDS).**

9. Tenderers sought clarification on logistics of decommissioning the old lifts.

Response:

Tenderers were advised that the decommissioning process shall be as described in the Bills of Quantities with minimal interference to day-to-day office operations for the Procuring entity.

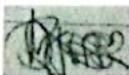
10. Tenderers requested for extension of tender submission deadline.

	Response: The client representatives present promised to communicate back to tenderer via minutes on this request after consultations with the Procuring entity's leadership. COMMUNICATION ON EXTENSION OF SUBMISSION DEADLINE: Upon consultations with leadership of the procuring entity, and upon consideration of all other factors including timelines, urgency of the works, compliance with government regulations, rules and standards; The procuring entity is unable to extend the submission deadline. As such the tender closing/opening date, time and venue remains the same as indicated in the Tender data sheet (TDS). i.e Date: 7th February, 2025 Time: 11.00am Venue: Main Entrance, Transcom House, Ngong Road, Nairobi	
05.00	AOB	
05.01	1. Tenderers were issued by Certificate of Mandatory Pretender site visit and meeting signed by the representatives of the Tenderer, Project Manager and the Client. Tenderers were reminded to insert the original certificate in the Tender documents that they will return since it formed part of the evaluation criteria. 2. Tenderers were reminded of specific timelines as contained in the Tender data Sheet (TDS). 3. Tenderers were reminded to competitively prepare and submit their bids within timelines. 4. All the tenderers were wished well as they prepare their bids. They were allowed to leave at their own pleasure or wait until 12.19 Noon when the exercise closes officially.	All to note
06.00	MEETING ADJOURNMENT	
06.01	1. There being no other business, the meeting was adjourned at 12.19 pm	All to note

Project Manager Representatives – Regional Works Office, State Department for Public Works

Name: Eng Joel Nadebu

Sign:

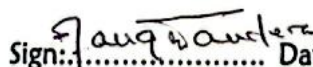


Date: 4th February, 2025

Client Representatives – State Department for Transport

Name: Ferdinard Wandera

Sign:



Date: 4th February, 2025