

**MINUTES OF SITE VISIT / PRE-BID MEETING ON FIRE SUPPRESSION SYSTEMS
HELD ON 14 OCTOBER 2016 RABAI CONTROL CENTRE – KP1/9AA-
2/OT/22/ICT/16-17**

PRESENT

KPLC REPRESENTATIVES

1. Christopher Kipkoech - Chairing
2. Robert Macharia - Secretary

BIDDER REPRESENTATIVES



1. Peter Mugweru - Powersource Technologies Ltd
2. Evelyn Njogu - Mullard Fire protection
3. Jared Otieno - HF Giza Systems
4. Geoffrey Kisiyenya - Building Fire Consultants

MINUTES

S/NO	ITEM	ACTION
M.1	<p>INTRODUCTION</p> <p>The meeting was called to order at 11.20 hrs by the chair. He then welcomed the bidders' representatives.</p> <p>The chair then explained that site visits were mandatory for bidders to familiarize with intended fire detection and suppression systems. The meeting was then notified on the expectations of the tender. i.e.</p> <ul style="list-style-type: none"> - Maintenance, support, repair and replacement of parts - Preventive maintenance to be done twice a year, including inspection, cleaning and trouble shooting <p>The team then toured the site and familiarized themselves with the fire suppression systems.</p>	Chair
M.2	<p>DISCUSSION</p> <p>The bidders were taken through the tender requirements some key issues discussed included:</p> <ol style="list-style-type: none"> a. Contract period to run for 2 years b. Warranty of 1 yr c. Tender security is Kshs 150,000 d. Filling of documents <ol style="list-style-type: none"> i)The bidders were advice to fill (duly completed) only mandatory items as per the tender requirements ii)Only one tender document required on e-procurement e. Bidders were notified to furnish KPLC with lists of all spare parts with prices per site or system, on maintenance plan. f. It was noted that was Lot C on training should read "Basic Fire Marshal Training" and "Total Training Per Data Centre VAT Inclusive." g. Award shall be made to the lowest compliant bidder per station/data centre in all categories 	All

M.3	<p>CONCLUSION</p> <p>The chair then asked the bidders to ensure that they upload all documents prior to closing date/timings; avoid last minute rushing. Bidders were also urged to deposit their performance bond prior to closing of tender.</p> <p>All bidders were advised to visit all sites. Tender closing date remains 27/10/2016..</p> <p>There being no other business the meeting ended at 1205Hrs</p>	<p>Chair</p> <p>All</p>

SIGNED

#	Name:	Division	Sign	Date
1	Robert Macharia	Supply Chain		
2	Christopher Mwogi	ICT	