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REPUBLIC OF KENYA
MINISTRY OF LANDS, PUBLIC WORKS, HOUSING AND URBAN DEVELOPMENT
STATE DEPARMENT FOR LANDS AND PHYSICAL PLANNING

MINUTES OF PRE-TENDER SITE VISIT

PROJECT	PROPOSED CONSTRUCTION OF ARDHI HOUSE AT DELMONTE/MAKENJI, MURANG'A COUNTY (PHASE 1)
W.P ITEM	NO. D1112/CE/MUR/2601 JOB NO. 11716A.
TENDER NO.	SDLPP/783/0001/2026-27
SITE VISIT DATE	23RD OCTOBER 2026
TIME	COMMENCING AT 10:00 AM
VENUE	PROJECT SITE, DELMONTE/MAKENJI, MURANG'A COUNTY

MIN 01/2026: Preliminary

The meeting was called to order by the Chairman at 10:00 a.m. a word of prayer was led by Mrs. Pamela Jerotich.

MIN 02/2026: INTRODUCTION OF PARTICIPANTS

The Chairman invited members of the site visit team to introduce themselves, followed by representatives of the participating bidders. Attendance was recorded in the site visit attendance register.

MIN 03/2026: PURPOSE OF THE SITE VISIT

The Chairman explained that the purpose of the pre-tender site visit was to enable bidders to inspect the project site, understand the scope of works and seek clarification on matters relating to the tender before submitting their bids.

MIN 04/2026: PRESENTATION OF THE SCOPE OF WORKS

The Chairman invited the Project Architect to take the bidders' representatives through the scope of works and explain the proposed project requirements.

MIN 05/2026: CLARIFICATION OF TENDER REQUIREMENTS

The Secretary read through the relevant provisions on clarification of tender documents, site visits and pre-tender meetings, as provided under Sections 7.1, 7.2, 7.3 and 7.5 of the tender document. The Chairman then invited the bidders' representatives to raise any questions or concerns.

MIN 06/2026: ISSUES RAISED BY BIDDERS AND CLARIFICATIONS

a) **Project Funding:** Bidders asked whether the project would be funded by the Ministry of Lands, Public Works, Housing and Urban development or by a donor.

Response: It was clarified that the project would be funded by the Government of Kenya (GoK) under State Department for Lands and Physical Planning.

b) **Project Management:** Bidders asked whether the project would be managed by the County Government or the Ministry of Lands.

Response: It was clarified that the project manager is State Department for Public Works which provided the consultancy services.

b) **Advance Payment:** Bidders asked whether advance payment would be provided upon contract signing.

Response: It can be considered under exceptional circumstances and shall not exceed twenty per cent (20%) of the price of the tender and shall be paid upon submission by the successful tenderer to the procuring entity of an advance payment security equivalent to the advance itself and that security shall be given by a reputable bank or any authorized financial institution issued by a corresponding bank in Kenya recognized by the Central Bank of Kenya, in case the successful tenderer is a foreigner.

d) **County Government Timelines and Requirements:** Bidders asked whether the County Government had imposed specific timelines or requirements affecting implementation.

The project shall comply with applicable requirements, approvals and conditions set out in the tender documents as issued by the relevant authorities.

e) Provision of Water and Electricity: Bidders asked about the source of water and electricity during construction.

Response: The Contractor shall provide all artificial lighting and power for his own use on the Works, (including Sub – Contractor's) including all temporary connections, wiring, fittings, etc., and clearing away on completion. The Contractor shall pay all fees and obtain all permits in connection there with. The contractor should connect to the nearest available water and electricity source. If these services are not available, the contractor shall make their own arrangements to provide the same on site.

f) Site Visit Certificates: Bidders asked how site visit certificates would be issued.

Response: Pretender Site Visit certificate was only necessary if the site visit was mandatory requirement to be used in the evaluation criteria. In this case, the pre-tender site visit will not be a cause for disqualification of a Tenderer.

g) Working Hours: Bidders sought clarification on the applicable working hours

Response: No work shall be carried out on the Site on locally recognized days of rest, or outside the normal working hours as provided in the bid document unless otherwise stated in the Contract, the Architect gives consent, or the work is unavoidable, or necessary for the protection of life or property or for the safety of the Works, in which case the Contractor shall immediately advise the Engineer, provided that work done outside the normal working hours shall be considered and paid for as overtime.

MIN 07/2026: ADJOURNMENT

There being no other business, the meeting was adjourned.