



MINISTRY OF MINING, BLUE ECONOMY AND MARITIME AFFAIRS
STATE DEPARTMENT FOR BLUE ECONOMY AND FISHERIES
AQUACULTURE BUSINESS DEVELOPMENT PROGRAMME

**MINUTES OF THE PREBID CONFERENCE MEETING FOR
CONSTRUCTION, SUPPLY AND INSTALLATION OF SEVEN (7) SMART
FISH KIOSKS, BID REF: KEN-2000001132-0302-W-NCB, HELD
VIRTUALLY ON 12TH AUGUST 2025 AT 1100HRS**

Agenda

The meeting was convened to address queries from bidders regarding the Bidding Document for Smart Fish Kiosks, clarify specifications, and provide guidance on the submission process.

Min.1.0 - Opening Remarks

The Chairperson opened the meeting by introducing the attendees and confirming that the focus would be on clarifying questions about the bidding document for the Smart Fish Kiosks. He explained that the meeting was necessary due to previous communication issues arising from a failing email address. He also clarified that due to the communication challenges, an addendum was published giving time extension to allow bidders adequate time to prepare and submit their bids. He invited participants to ask for clarifications on any unclear sections of the bidding document. He also mentioned that the engineer was present to assist with technical inquiries.

Min 2.0 - Issues Raised & Clarifications Provided

Questions from bidders	Clarification provided
The provided Bill of Quantities (BQ) contains errors, specifically lacking finishes, roofing, collection and summary for builders' works, and a grand summary. We kindly request the correct Tender document	It was confirmed that roofing works and floor finishes are fully covered in the BOQ. However, there will be no finishes on the walls, in line with the project design.
Request for drawings	It was confirmed that the drawings exist and are incorporated in the bid

	document under 'Drawings' Section IX
Enquiry on project completion period	It was clarified that the expected duration of the contract is 60days and this is indicated on section IV of the bidding document. Additionally, it was emphasized that the contract timelines (start date and end date) shall be determined at the contract award stage. Bidders were encouraged to visit and familiarize themselves with the project sites before quoting timelines.
Missing amount column in the Mechanical Works Bill.	The project engineer confirmed this was the case, but noted that unit rates were provided, and since quantities were set at one, total amounts can easily be computed by multiplying the unit rate by the quantity
Clarification on bid submission format.	It was confirmed that bidders should follow the format outlined in the bidding document, ensuring all forms are duly filled and submitted in the prescribed manner. Hard copies of bids to be submitted as indicated in the bid document.

Min 3.0 - Conclusion

The Chair thanked all participants for attending and for their active engagement in the discussion and informed the participants that the minutes shall be circulated to them and uploaded on the ABDP website. Bidders were reminded to review all documents thoroughly, visit the project sites where applicable, and submit their bids in full compliance with the instructions provided in the bidding documents.

Minutes Prepared By: Secretary



Date: 12/08/2025