

MINUTES FOR THE SITE VISIT MEETING HELD ON 18TH NOVEMBER, 2021 FOR THE CLASSROOM AND LABORATORY UPGRADING PROJECT AT RIAT FUNDED BY THE ABDP.

Present

RIAT Team

1. George Olero – (Chairman), Registrar, Member Project Team RIAT,
2. George Okoth – Member, RIAT Project Team
3. Clare Owolo – Procurement Officer, RIAT
4. Musa Ogola – HOD for Agriculture and Environmental Studies, RIAT (Secretary)

ABDP Team

1. Samuel Muthui – Procurement Officer, ABDP (Chairman)
2. Eng. Wilfred Gose – State Department for Public Works, Nairobi
3. Dr. Kimeu Ngina – ABDP, Nyeri
4. Wycliffe Otieno – ABDP, Nyeri

Representatives for the Bidding

5. Augustus Robert – Representative for Amaltech Merchants & Co.
6. Erickson Akendo – Representative for Levin Services,
7. Wayuga Justice – Representative for Mwembe and Mwembe Ass.
8. Ochieng Odembo Oyomo – Representative for Le-Brilliance Enterprises,
9. Maurice Amel – Representative for General East Engineering Works,
10. Chrison O – Representative for Chrisons Investments,
11. Dominic Mutange – Representative for Elgon Deskins Ltd,
12. Arnold Otieno – Representative for Pectoral Ltd.

Apologies

1. Asumba – Head, Building and Civil Engineering Dept, RIAT Project Team

Preliminaries

The chair called the meeting to order at 11:35am and opening prayers said by Musa Ogola. The chair then welcomed the members for the site visit meeting and asked the members to introduce themselves. The team from ABDP then ad deliberations

with RIAT team on the with the view representatives for the bidding companies were allowed to wait till

Project Teams from ABDP and RIAT

In introducing the RIAT Team, Mr. Olero mentioned that the Institution had constituted a project implementation team comprising of the following members with others being co-opted on need basis;

1. George Olero – Registrar, Trainer, Building and Civil Engineering, Member Project Team RIAT,
2. Asumba – Head, Building and Civil Engineering Dept, RIAT Project Team
3. George Okoth – Trainer, Building and Civil Engineering, RIAT Project Team
4. Musa Ogola – HOD for Agriculture and Environmental Studies, RIAT

The ABDP Procurement Officer informed the RIAT team that as a government requirement, a project team had been formed from the side of State Department for Fisheries/ ABDP to oversee this project.

The team comprised;

1. Ruth Lewo - ABDP Regional Coordinator (Kisumu),
2. Samuel Muthui – Procurement Officer, ABDP
3. Eng. Wilfred Gose – State Department for Public Works, Nairobi,
4. County Government of Kisumu, Directorate of Fisheries Representative

The ABDP Procurement Officer further expressed that the Institute needed to present two names for RIAT Staff who would be involved in the Tender Opening and two in the Tender Evaluation.

MIN 01/11/2021: BACKGROUND INFORMATION ON THE PROJECT

The chair asked George and Musa to give a brief background to Eng. Gose given that he was new to the project and needed to be provided with background information. Musa informed the members that this upgrading project was part of the Memorandum of Understanding signed between RIAT and ABDP on 12th October 2020 in Nyeri. The project was to give a one-time grant of Kshs.10 million to cover upgrading of a classroom and laboratory and purchase of training materials. George mentioned that the upgrade comprised three 20-foot containers,

arrange in a way to make a U-shape once completed with the spaces in between being filled with blocks rather than metallic tubes as for the already existing structure.

En. Gose observed that the architectural drawings needed to be upgraded so as to avoid misunderstanding by the bidders. He noted that quantities in the Bill of Quantities needed adjustments and was to get an architecture to do the structural drawings. It was agreed that George Okoth to upgrade the drawings and submit to Eng. Gose.

The ABDP Procurement Officer, Samuel Muthui, informed the team that an addendum would be issued done to take into account the adjustments suggested by the Engineer and subsequently closing date would be extended.

MIN 02/11/2021: BRIEFING OF THE BIDDERS

Once the two teams had deliberated on the above mentioned issues, the bidders were briefed on the project as follows;

George Okoth

- He explained to the bidders the basic structure of the intended project based on the drawings and the anticipated changes to be communicated to them. He however noted that the adjustments would remain minimal in relation to the original drawing.

George Olero

- He informed the bidders that a revised drawing was to be done covering cross sections with pitch and levels and this would affect some quantities as would be reflected in the addendum.

Samuel Ikima

- He informed the bidders that while drawing and BQs were to be revised, most items would remain unaffected and that one more week would be added to the bidders for submission.

- Mr. Ikima reiterated that the tender was reserved for the youth and women and that the bidders should adhere to all the requirements including submitting tender documents in time and to attend the opening of the tender.
- He encouraged the bidders to use a check list to ensure that they put together all the documents
- Mr Ikima also informed the bidders that the site visit certificate is no longer a requirement and would therefore not be provided.

Questions from the bidders

A bidder, Wayuge Justice sought to know how the changes in the tender would be communicated to the bidders to which he was answered that the changes would be published in the ABDP website and the local dailies in the following week.

Arnoud Otieno asked when the new date of submission would be and he was informed that this would be a week after the previous closing date, that is 8th December, 2021.

After the plenary session with the bidders, they were taken through the site where the project was to be undertaken.

MIN 03/11/2021: SCANNING THE ENVIRONMENT BY THE BIDDERS

Eng. Gose encouraged the members to scan the environment and seek clarification concerning the site and project. The bidders were then taken through the site and details with the help of the RIAT and ABDP team. The bidders further received clarification in all areas where they had queries.

MIN 04/11/2021ADJOURNMENT

There being no other business, the meeting adjourned at 12.35pm and closing prayers were said by Wayuge Justice.

Chairman: George Olero **Date:** 18th November 2021 **Sign:**

Secretary: Musa O. Ogola **Date:** 18th November 2021 **Sign:**



