



AMATSI WATER SERVICES CO. LTD  
P.O. BOX 740-50300  
MARAGOLI

WATER SECTOR TRUST FUND  
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NAIROBI

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MINUTES OF PRE TENDER MEETING AND SITE VISIT FOR TENDER REF.: NO. AWASCO/WSTF/01/2022-2023-JEPTULU TOWN WATER PROJECT HELD ON 3<sup>RD</sup> AUGUST 2022 AT JEPTULU TOWN

### ATTENDANCE

- 1.Naftali Agalomba-Ag. Managing Director
- 2.Tom Akolo-Commercial Manager
- 3.Dorice Lung'atso-Technical Officer
- 4.Julius Kebohere-O&M Officer (Project Manager)-Chairing
- 5.Abiud Musasia-Scheme Manager (Kaimosi)
- 6.Hope Shviranga-Pro Poor Officer
7. Wasike Protous-Procurement Officer

Copy of attendance list for bidders/representatives as attached.

### AGENDA

- 1.Opening remarks and Introduction
- 2.Presentation of Tender document and scope of works
- 3.Plenary session
- 4.Site visit
- 5.Adjourment

### MIN 1/3/8/2022-2023-OPENING REMARKS AND INTRODUCTION

The meeting was called to order at 11.15 a.m. by the Project Manager. A word of prayer was said followed by a short introduction.

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AMATSI WATER SERVICES COMPANY LTD.
03 AUG 2022
SIGN:.....
P. O. Box 740 - 50300 MARAGOLI

MIN 2/3/8/2022-2023-PRESENTATION OF TENDER DOCUMENT AND SCOPE OF WORKS

The Procurement Officer requested the contractors to read the whole Tender document carefully and not focus on certain areas at the expense of others. He mentioned the stages of Evaluation and the requirements: Mandatory requirements, Technical evaluation, Financial Evaluation and Due diligence. He said the Mandatory requirements were as key as the BOQs just as meeting other parts of the evaluation expectations was.

Project Manager explained to contractors the scope of work to be implemented under the UPC 8<sup>th</sup> call project as follows:-

- a) Pipeline extension 4.8km.
- b) Supply and installation of cold water meters 250 No.
- c) Construction of ground level 150M<sup>3</sup> masonry tank.
- d) Construction of 2No. closed water kiosk.

He shared the challenges encountered during implementation of previous projects and delays because of contractors not paying much attention to a newly signed contract but concentrating on their ongoing projects elsewhere.

MIN 3/3/8/2022-2023-PLenary SESSION

The Project Manager welcomed those in attendance to seek any clarification on any matter or share any experience.

The Project Manager invited The Commercial Manager to make his presentation. The Commercial Manager highlighted the importance of the exercise of pre tender meeting and site visit in as far as conforming to compliance with the PPAD 2015 Act is concerned. He said this is an open process and emphasised that the contractor who would be successful is expected to do quality work.

The Acting Managing Director spoke at length on expectation of quality work being done by the successful bidder. He said the process will be fair and thorough especially the evaluation and due diligence. He said work will strictly be done according to specifications and payment made after achieving the respective milestones as per the contract thus short cuts will not be entertained. On the tank he said pressure testing will be done to ensure there was no 'weeping' of the tank. This being donor funds he expected both the employer and contractor to do their part above board and complete the project within the specified period.

The Director who chairs the technical committee and represented the BOD during the exercise implored whoever would be successful to carry out quality work. For those who will not be successful she asked them to be on the look out as there are more projects on the way and not to get disheartened.



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A bidder raised a concern which was responded to as outlined below;

**Concern**

The direction to the assembly point for the pre tender meeting and subsequent site visit had not come out clearly.

**Response**

We are sorry about that inconvenience but atleast the bidders had made it to the venue.






MIN 4/3/8/2022-2023-SITE VISIT

After the pre tender conference the meeting proceeded to the proposed project sites. The group started from where the pipeline is to begin inspecting the area all the way to the tank construction site.

MIN 5/3/8/2022-2023-ADJOURNMENT

The Director explained the importance of the pre bid site visit certificate as it was proof that the contractor had been shown the works involved in the project and would quote from an informed point. She issued the bidders/representatives with pre bid site visit certificates duly signed by an authorised staff of AWASCO and after closing prayers they left at their own pleasure. The meeting ended at 2.30 p.m.

Signed :FOR AWASCO

<u>Name</u>	<u>Designation</u>	<u>Signature</u>	<u>Date</u>
JULIUS KEBOTHERE	PROJECT MANAGER		3.08.2022
DORICE LUNGATSO	Ag. Technical officer		3/8/2022
HOPE SHIVIRANGA	Procurement officer		3/8/22
WASIKE PRUDENS	PROCUREMENT OFFICER		3/8/2022
ABIND MUSASIA	Ag S/M		3/8/2022









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ADDENDUM : 2

DATE ISSUED: 3<sup>RD</sup> AUGUST 2022

TENDER REF.NO.AWASCO/WSTF/01/2022-2023

TENDER NAME: JEPTULU TOWN WATER PROJECT

1. Change in date of submission of tender documents
2. Modifications

Pursuant to section 75 of the PPDA 2015 reference is made to the invitation to tender for the above project which appears on page vii where last date of submission of tender documents is Thursday, 11th August 2022 at 12.00 noon. The purpose of this communication is to inform you that the last date of submission of tender documents has been moved forward to Monday, 15<sup>th</sup> August 2022 at 12.00 noon. This has been necessitated by the upcoming national elections.

There is an insertion in: BILL 1. PIPELINE CONSTRUCTION CLASS E: EARTHWORKS  
ITEM NO. 2.1.1 QUANTITY IS 4,800 m. (Page 67).

Thank You

*For Justice*

Naftali Agalomba  
AG.MANAGING DIRECTOR

