



KAA Kenya Airports Authority

PRE-BID MEETING FOR TENDER FOR PROVISION OF CLEANING SERVICES FOR GENERAL AREAS, TOILETS AT WILSON AIRPORT-

Eligibility duly registered Women owned enterprises

TENDER NO: KAA/OT/WAP/0125/2024-2025

Location: Wilson Airport Staff Assembly Hall

Date: 12th March, 2025

Time: 10.00 AM

Items

1. Introduction
2. Opening Remarks
3. Scope of works
4. Site Viewing
5. AOB

Agenda:

Min 1. Introduction	<p>The meeting was called to order at 10.45am. The chair introduced KAA team represented by;</p> <ol style="list-style-type: none">1. Dominic Kaliva – Manager Operations2. Jane Cheruiyot – User representative & Chairperson3. Regina Ombati – Civil Technician4. Joyce Choge – Procurement (Taking minutes)5. George Odera – Housekeeping Assistant <p>The chairperson went ahead to welcome all the bidders present appreciating them for showing interest in the business opportunity offered by KAA.</p>
Min 2. Opening Remarks.	<p>The Manager Operations-WAP welcome the bidders to the meeting who explained to the them the objective of the site visit meeting and our commitment to be fair and transparent in our procurement process with a goal to achieve improved quality of works as desired by the authority.</p>
Min 3. Scope of works	<p>The bidders were taken through the scope of works and bill of quantities by the Eng. Regina giving details of what is expected on the ground and that include the cleaning of general areas and public toilets, areas in sqft and the type of floors in different areas.</p>



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Min 4. Site Viewing	<p>The bidders were taken to site for site viewing by Mr George Odera of housekeeping at 11:20am. He showed the bidders the location and the sample of works to be undertaken.</p> <p>Questions raised on site were explained as the process was being conducted.</p> <p>The bidders were informed in case of any questions/clarification should contact tenders@kaa.go.ke 3 days before closing date.</p>
Min 5. AOB	<p>There being no further questions raised by bidders the meeting was brought to a close and the signing of the site visit certificates at 1418hrs. <i>Attendance list attached.</i></p>

Chairperson

Signature

Jane Cheruiyot

Secretary

Signature

Joyce Choge

Engineering Representative

Regina Ombati.....