



**MINUTES OF PRE-BID MEETING HELD ON 26<sup>th</sup> MARCH 2025**

**PROPOSED PAVEMENT REPAIRS ON THIRD FREIGHT LANE (CROWNE PLAZA ROAD) AT JOMO KENYATTA INTERNATIONAL AIRPORT  
TENDER No. KAA/OT/JKIA/0127/2024-2025.**

**IN ATTENDANCE**

As per the attached register.

**AGENDA**

1. Opening remarks
2. Review of tender document
3. Issues raised by bidders
4. A.O.B

**MINUTE 1-Opening Remarks**

The Chairperson welcomed the representatives of the bidding firms to Kenya Airports Authority and called the meeting to order at 10.00 am.

**MINUTE 2-Review of Tender Requirements**

Bidders were taken through the tender document and informed of the need to:

- a) Ensure they submit the bid online.
- b) Ensure that they provide all the requirements for Mandatory and Technical Evaluation.
- c) Fill in on the forms in the format provided.
- d) Ensure that they raise their queries in regard to the process not later than 3 days before tender opening/closing day. This includes obtaining login credentials.

**MINUTE 3-Review of Tender Requirement**

The chairperson made it clear to the bidders that one engineer should represent only one company. Failure to comply will lead to automatic disqualification of the firms represented by the engineer.

*Morgan*

*[Signature]*

**A.O.B**

There being no any other business/question or clarification the meeting was adjourned at 01:00 pm.

Eng Moses Osure (Chairperson):



Ruth Wanjohi (Secretary)



**Date:** 27<sup>th</sup> March 2025