



## **MINUTES OF PRE-BID MEETING HELD ON 18<sup>th</sup> MARCH 2025**

### **PROPOSED LANDSIDE DRAINAGE IMPROVEMENT WORKS AND ASSOCIATED WORKS AT JOMO KENYATTA INTERNATIONAL AIRPORT**

**TENDER No. KAA/OT/JKIA/0124/2024-2025.**

#### **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

<b>MINUTE 1-Opening Remarks</b>
The Chairperson welcomed the representatives of the bidding firms to Kenya Airports Authority and called the meeting to order at 10.00 am.
<b>MINUTE 2-Review of Tender Requirements</b>
Bidders were taken through the tender document and informed of the need to: <ol style="list-style-type: none"> <li>a) Ensure they submit the bid online.</li> <li>b) Ensure that they provide all the requirements for Mandatory and Technical Evaluation.</li> <li>c) Fill in on the forms in the format provided.</li> <li>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.</li> </ol>
<b>MINUTE 3-Review Of Tender Requirement</b>
Bidders were given an opportunity to ask questions, the questions were as follows: <b>Q1</b> What are the working hours as per the Authority, could there be provision of working 24 hours? <b>Response;</b> This could be granted upon request by the winning bidder.  <b>Q2.</b> Would the authority give a waiver on passes and parking fees for the winning bidder? <b>Response;</b> No, there is no waiver on passes and parking fees bidders should make provision for the same.

**A.O.B**

There being no any other business/question or clarification the meeting was adjourned at 04:30 pm.

Eng Moses Osure (Chairperson):

  
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Ruth Wanjohi (Secretary)

  
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**Date:** 18<sup>th</sup> March 2025