



**MINUTES OF THE PRE-TENDER CONFERENCE HELD ON 29<sup>TH</sup> NOVEMBER 2022 FROM 10:00AM AT THE LOUNGE RECEPTION IN BLOCK A-NEMA HEAD OFFICE.**

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**Introduction**

The National Environment Management Authority (NEMA) published the tender for Supply, Installation, Testing & Commissioning of Automatic Power Generator-Ref. NEMA/T/21/2022/2023 on [www.tenders.go.ke](http://www.tenders.go.ke) and [www.nema.go.ke](http://www.nema.go.ke) on November 22, 2022. Section II of the tender document through ITT 8.4 in the Tender Data Sheet called for a non-mandatory pre-tender conference which took place on 29<sup>th</sup> November 2022 from 9:00AM. Tenderers were requested to submit their requests for clarifications by 28<sup>th</sup> November 2022 at 3:00PM.

**Min 1: Opening of the Meeting**

The pre-tender conference was opened with introductions with each attendee mentioning their name and the organization they were representing. A total of thirteen (13) representatives from various organizations attended the pre-tender conference. The attendees (except NEMA officers) signed the attendance register.



## Min 2: Overview of the Tender

The Administration Department representative from NEMA gave an overview of the scope and objectives of the tender. This also included an overview of the tender document from the Supply Chain Management department representative from NEMA.

## Min 3: Clarification of Tender Issues

There were no requests for clarifications received by 28<sup>th</sup> November 2022.

## Min 4: Site Visit

The attendees were given a tour of the site where the generator would be installed. This included the route along which the cabling would follow as currently installed and serviced by the generators in use. The attendees were also shown where the current installed generators would be moved to.

The following issue observed by one of the attendees during the site visit:

The Bill of Quantities; Installations No. A required a 150 M 25mm 4- core armoured copper cable for Block A Power whereas Installation No. B required a 70 M, 70 mm 4- core Armoured copper cable for block B. The attendee thus sought clarification on the rationale for having a shorter length cable for Block B being wider (70mm) than the longer length cable for Block A which was narrower (25mm).

## Min 5. Engineer's Clarification

	Description	Unit	Quantity
	<b>Installations</b> <i>Provide all materials and labour and install the following</i>		
A	70mm 4- core armoured copper cable for Block A Power	M	150
B	25mm 4- core armoured copper cable for block B	M	70




**Min 4: Any Other Business**

There being no other business, the meeting was adjourned at 11:00AM.

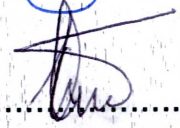
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