



REPUBLIC OF KENYA

**KENYA DEVELOPMENT CORPORATION**

**PROPOSED REPLACEMENT OF FOUR (4NO.) LIFTS AT UCHUMI HOUSE,  
NAIROBI COUNTY.**

**TENDER NO.: ONT/KDC/23/2025-2026**

**Minutes of Mandatory Pretender site visit and meeting**

Thursday 12<sup>th</sup> March, 2026 from 10:00 AM to 12:00PM at UCHUMI HOUSE, GROUND FLOOR, Aga khan Walk off Harambee Avenue.

Attendance.

S/NO	NAME	ORGANIZATION	DESIGNATION
1	Mike Kiprop	Euro Lifts East Africa Ltd	-
2	Eric Omondi Kuno	Shanghai Engineering Co. (K) Ltd	
3	Denis Maina	Top Choice Surveillance	
4	Lucas Muteti	Volkslift EA	
5	Chelangat Sigira	Baseline Power Star	
6	James Mbogo	Jatah Electric	
7	Eric Maina	Ultra-Electric Ltd	
8	Patric G. Oluoch	Schindler Ltd	
9	Joel Nadebu	SDPW	Electrical Engineer
10	Joseph Waka	KDC	Procurement

MINUTES

ITEM	PARTICULARS	ACTION
<b>01.00</b>	<b>PREAMBLE</b>	
01.01	The meeting was called to order by Mr Joseph Waka of KDC at 10.11 am.	info
01.02	A round of self-introductions was done by all present.	info
<b>02.00</b>	<b>Brief description of the Scope</b>	
02.01	<ol style="list-style-type: none"> <li>1. The tenderers were informed that this was an open national tender.</li> <li>2. The tenderers were reminded to read the instructions careful and avoid mistakes while preparing the tender document</li> <li>3. The Project Manager’s representatives briefly described the scope of works for the <b>PROPOSED REPLACEMENT OF FOUR (4NO.) LIFTS AT UCHUMI HOUSE, NAIROBI COUNTY. TENDER NO.: ONT/KDC/23/2025-2026</b></li> <li>4. The works entail decommissioning of existing 4 No lifts, importation and installation of 4 no new lifts, associated builders works, electrical works and other components as highlighted in the Bills of quantities and specifications.</li> </ol>	All to note
<b>03.00</b>	<b>Site Visit, inspection and verification</b>	
03.01	<ol style="list-style-type: none"> <li>1. All the tenderers present were given supervised access (<b>by project Manager’s representatives and Client representatives</b>) to the existing lift components (cars, shafts, pits and machine room and lift lobbies).</li> <li>2. All tenderers present observed, inspected, verified and took all relevant measurements and parameters that would allow them to adequately prepare competitive proposals and bids.</li> </ol>	All to note
<b>04.00</b>	<b>Clarifications after Site Visit, inspection and clarification</b>	
04.01	<ol style="list-style-type: none"> <li>1. One of the tenderers sought clarification on the specifications of the landing doors and cabins as well in reference to the specifications and BoQ.  <b>Response:</b> It was clarified that the doors and cabins should be stainless steel finish with the Gold coating as described in the BoQ.</li> <li>2. One of the tenderers sought clarification on the number of stops of the lifts.  <b>Response:</b> The tenderers were advised to refer to the specifications and BoQ as well as carry out the assessment during the site visit,</li> <li>3. One of the tenderers sought clarification on the architrave finish bearing in mind that new tile work has been done.</li> </ol>	All to note

	<p><b>Response:</b> Tenderers were advised to ensure that they allow for carry out architrave finish and making good of all the builders work, restore and ensure matching of the finished architrave with the existing tiles.</p> <p>4. One of the tenderers sought clarification whether ventilation had been specified.</p> <p><b>Response:</b> Tenderers were directed to the specifications on ventilation as contained in the tender document.</p> <p>5. One of the tenderers sought clarification the earthing of LV board</p> <p><b>Response:</b> Tenderers were advised to consider in their pricing earthing of the LV board that will serve that lifts. It was further clarified that main LV board is located in the Basement.</p> <p>6. One of the tenderers sought clarification on the Practicing Licences for the technical personnel.</p> <p><b>Response:</b> Tenderers were advised to ensure they attach licenses as required in the evaluation criteria.</p>	
05.00	<b>AOB</b>	
05.01	<ol style="list-style-type: none"> <li>1. Tenderers were issued by Certificate of Mandatory Pretender site visit and meeting signed by the representatives of the Tenderer, Project Manager and the Client. Tenderers were reminded to insert the <b>original certificate and the stamped licenses of the personnel who attended the Pre bid site visit</b> in the Tender documents that they will return since it formed part of the evaluation criteria.</li> <li>2. Tenderers were reminded of specific timelines for clarifications and closing as contained in the Tender data Sheet (TDS).</li> <li>3. Tenderers were reminded to competitively prepare and submit their bids within timelines.</li> <li>4. All the tenderers were wished well as they prepare their bids. They were allowed to leave at their own pleasure or wait until 12.11 PM when the exercise closes officially.</li> </ol>	All to note
06.00	<b>MEETING ADJOURNMENT</b>	
06.01	<ol style="list-style-type: none"> <li>1. There being no other business, the meeting was adjourned at 12.11 pm</li> </ol>	All to note

Client Representatives – KDC

Name: Joseph Waka

Sign: [Signature] Date: 13/03/26



