



REPUBLIC OF KENYA

KENYA DEVELOPMENT CORPORATION

**PROPOSED REHABILITATION OF ELECTRICAL POWER DISTRIBUTION SYSTEM
AT FINANCE HOUSE, NAIROBI COUNTY.**

TENDER NO.: ONT/KDC/19/2025-2026

Minutes of Mandatory Pretender site visit and meeting

**Friday 13th March, 2026 from 9:00 AM - 11:00 AM at FINANCE HOUSE Ground Floor,
Loita Street.**

Attendance.

S/NO	NAME	ORGANIZATION	DESIGNATION
1	Micheck Kariuki	Ultra Power	CEO/Engineer
2	Dennis Opondo	ASL Apostrophe	Engineer
3	Wambua Mwendu	Micronet P. System	Engineer
4	Richard Mutuku	Muga Electrical Contractors Ltd	Engineer
5	Charles Nyagilo	Enercom Technologies Ltd	Engineer
6	Patrick Mutaka	Sajucy	Engineer
7	William Owino	Sheijan Ventures Ltd	
8	Joseph Kariuki	KDC	Supply Chain Intern
9	Joel Nadebu	SDPW	Electrical Engineer
10	Patricia N. Gachungi	KDC	MSCM

MINUTES

ITEM	PARTICULARS	ACTION
01.00	PREAMBLE	
01.01	The meeting was called to order by Ms Patricia Gachungi of KDC at 9.00 am.	info
01.02	Document verification of personnel was carried out by the KDC representatives.	info
02.00	Brief description of the Scope	

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02.01	<ol style="list-style-type: none"> 1. The tenderers were informed that this was an open national tender. 2. The tenderers were reminded to read the instructions careful and avoid mistakes while preparing the tender document 3. The Project Manager's representatives briefly described the scope of works for the PROPOSED REHABILITATION OF ELECTRICAL POWER DISTRIBUTION SYSTEM AT FINANCE HOUSE, NAIROBI COUNTY. TENDER NO.: ONT/KDC/19/2025-2026 4. The works entail decommissioning of existing LV Board, installation testing and commissioning of new LV boards, power distribution cables, cable management components, earthing equipment, Automatic Voltage Regulator and other items as highlighted in the Bills of quantities and specifications. 	All to note
03.00	Site Visit, inspection and verification	
03.01	<ol style="list-style-type: none"> 1. All the tenderers present were given supervised access (by project Manager's representatives and Client representatives) to the existing Power room and electrical duct. 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. 	All to note
04.00	Clarifications after Site Visit, inspection and clarification	
04.01	<ol style="list-style-type: none"> 1. One of the tenderers sought clarification on the power back up generator. Response: Bidders were shown the existing generator and were advised that generator works are not part of the scope. 2. One of the tenderers sought clarification on the position of Lift LV board. Response: It was clarified that the Lift LV board will be located in the Machine room on top floor. 4. One of the tenderers sought clarification on the position of Automatic Voltage Regulator. Response: The position of this will be agreed upon during project implementation. 	All to note
05.00	AOB	
05.01	<ol style="list-style-type: none"> 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 original certificate and the stamped licenses of the personnel who attended 	All to note

	<p>the Pre bid site visit in the Tender documents that they will return since it formed part of the evaluation criteria.</p> <ol style="list-style-type: none"> 2. Tenderers were reminded of specific timelines for clarifications and closing as contained in the Tender data Sheet (TDS). 3. Tenderers were reminded to competitively prepare and submit their bids within timelines. 4. All the tenderers were wished well as they prepare their bids. They were allowed to leave at their own pleasure or wait until 11.00 AM when the exercise closes officially. 	
06.00	MEETING ADJOURNMENT	
06.01	1. There being no other business, the meeting was adjourned at 11.00 am.	All to note

Client Representatives – KDC

Name: Patricia N. Gachungi



Sign: Date: 13/03/26

