



PRE-BID MEETING MINUTES

FOR

**PROCUREMENT FOR THE CIVIL WORKS FOR IMPLEMENTATION OF PROPOSED GATE AND TRAFFIC
MANAGEMENT PLAN FOR MOMBASA PORT AND NAIROBI ICD LOT 2A**

[TENDER NO: PRQ20241665]

FINANCED & PROCURED BY

TRADEMARK AFRICA



VENUE: KPA PROCUREMENT CONFERENCE ROOM

DATE & TIME: 18TH JULY 2025 AT 1100 HRS. (KENYA TIME)

PROCUREMENT FOR THE CIVIL WORKS FOR IMPLEMENTATION OF PROPOSED GATE AND TRAFFIC MANAGEMENT PLAN FOR MOMBASA PORT AND NAIROBI ICD LOT 2A

ATTENDANCE

All attendees signed the attendance list. A detailed attendance list is attached as **Annex 1**.

APOLOGIES

No apologies were received.

MINUTE 001/01/2025: INTRODUCTION

The meeting started at 11:00 A.M. Kenya Time, by the Chair of the session, calling the meeting to order which was followed by a self-introduction by all attendees.

The presence of all representatives of the invited firms was acknowledged and they were all welcomed to the session.

MINUTE 002/01/2025: PRE-BID SCHEDULE AND ACTIVITIES

The Chair took the participants through the proposed program for the day, indicating the activities for each as follows: -

- i. Site visit
- ii. Attendance registration.
- iii. Project brief via MS Power Point Presentation.
- iv. Queries and answers; and
- v. Conclusion/ adjournment.

MINUTE 003/01/2025: SITE VISIT

Before the site visit, all the participants convened at Kenya Port Authority procurement office for a brief presentation. Attendees were requested to sign the attendance register as proof of attendance.

MINUTES 004/01/2025: PROJECT BRIEF

The bidders were taken through a detailed brief of the project objectives, timelines, and requirements by the project team and procurement team from TMA. This was done by way of a PowerPoint presentation, attached as **Annex 2**

MINUTE 005/01/2025: QUESTION AND ANSWER SESSION

After the presentation, bidders were informed that the pre-bid meeting would not necessarily be able to answer all questions raised, but all questions would be documented, and appropriate responses prepared and sent to all bidders via clarification matrices. Bidders were further advised to make written submissions to the email address provided and within the timeline indicated in the tender document, for TMA procurement to compile a clarification matrix to be shared back to bidders through the TMA procurement email. They were therefore encouraged to make written submissions addressed to the following email: procurement@trademarkafrica.com within the time indicated in the tender document.

Questions raised and answers provided during the meeting were recorded and attached as **Annex 3**.

MINUTE 006/01/2025: ATTENDANCE REGISTRATION

Bidders were taken for a guided tour at Kenya Ports Authority site in Mombasa to familiarise themselves with the site conditions. During the session, the KPA representative and Engineer from Trademark Africa conducted the tour communicating expectations and bidders were allowed to ask questions to seek clarifications on the areas of their concerns regarding the scope of the assignment. Even though details were captured by the secretariat, bidders were required to follow-up the queries verbally asked by submitting written request for clarifications as stipulated in the tender document for official responses to be provided and the same shared with all bidders. The procuring entity, TradeMark Africa would not be liable for any omissions of details for the verbally asked queries.

MINUTE 007/01/2024: CONCLUSION/ ADJOURNMENT

The Chair of the Session, and the TMA team appreciated all participants for their attendance and cooperation. They were all wished the very best in pursuit of securing the contract for the assignment under tender and were assured of the Procuring Entity's commitment to a smooth and transparent process.

The meeting attendees were further informed that all inquiries received via the procurement email address alongside those asked at the pre-bid conference would be compiled and sent to the bidders via clarification matrices. There being no other business, the meeting concluded at **12:05 P.M Kenya** time.

TRADEMARK AFRICA

18TH JULY 2025

Annexes:

Annex 1: Attendance List

Annex 2: Pre-Bid PowerPoint Presentation