



**PRE-BID MEETING MINUTES**

**FOR**

**ALTERATIONS AND UPGRADES AT AGRICULTURE & FOOD AUTHORITY - HORTICULTURAL CROPS  
DIRECTORATE (HCD) PACK HOUSE, KIBWEZI, MAKUENI COUNTY**

**[TENDER NO: PRQ20241414]**

**FINANCED & PROCURED BY**

**TRADEMARK AFRICA**



**DATE: 08 MAY 2025 AT 1100 HRS. (KENYA TIME)**

**VENUE: KIBWEZI HCD GROUNDS**



#### **ATTENDANCE**

All attendees signed the attendance list.

#### **APOLOGIES**

No apologies were received.

#### **MINUTE 001/05/2025: INTRODUCTION**

The meeting started at 1105 Hrs. 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 002/05/2025: PRE-BID SCHEDULE AND ACTIVITIES**

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

- 1) Introduction and Project brief by the AFA representatives on the site
- 2) Site visit
- 3) Attendance registration.
- 4) Project brief via MS Power Point Presentation.
- 5) Queries and answers;
- 6) Conclusion/ adjournment.

#### **MINUTE 003/05/2025: INTRODUCTION AND PROJECT BRIEF**

All the participants convened at the Kibwezi HCD grounds located in Agricultural Food Authority (AFA) for a project brief. Attendees were requested to introduce themselves and were taken through the agenda of the day.

#### **MINUTE 004/05/2025: PRE-BID SCHEDULE AND ACTIVITIES**

Bidders were taken for a guided tour at the Kibwezi HCD pack site to familiarise themselves with the site. During the session, the AFA representative 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.

#### **MINUTE 005/05/2025: ATTENDANCE REGISTRATION**

All the participants convened at the Kibwezi HCD grounds located in Agricultural Food Authority (AFA) for a brief presentation via power point. Attendees were requested to sign the attendance register as proof of attendance. A copy of the same is available in **Annex 1** of this document.

#### **MINUTES 006/05/2025: PROJECT BRIEF**



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 PowerPoint presentation. This was done by way of PowerPoint presentation, attached as Annex 2

#### MINUTE 007/05/2025: 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 shared. Questions raised and answers provided during the meeting were recorded, and the response will be attached as Annex 3.

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 [procurement@trademarkafrica.com](mailto:procurement@trademarkafrica.com).

#### MINUTE 008/05/2025: CONCLUSION/ ADJOURNMENT

The TMA Procurement Lead appreciated all participants for coming and for the cooperation offered. They were all wished the very best in pursuit of securing the contract for the assignment under tender and assured them of Procuring Entity's commitment to a smooth and transparent process.

The meeting was further informed that all inquiries received via the email in the tender document alongside those asked at the pre-bid conference would be compiled and shared to the bidders through the TMA procurement email [procurement@trademarkafrica.com](mailto:procurement@trademarkafrica.com). Bidders were further advised to submit their questions in writing to the above email address within the timeline specified in the tender document, enabling TMA procurement to compile a clarification matrix.

There being no other business, the meeting concluded at 1230 hrs Kenyan time.

**TRADEMARK AFRICA**

**08 May 2025**