



MURANG'A TECHNICAL TRAINING INSTITUTE - MARAGUA

P.O. Box 27 – 10205 MARAGUA

CELL: +254 748 108 000

Email: murangatti@gmail.com



MINUTES OF PRE-BID MEETING & SITE VISIT FOR SUPPLY, INSTALLATION, TESTING, TRAINING AND COMMISSIONING OF 50KVA HYBRID SOLAR INSTALLATION WORKS AT MTTI – MARAGUA ON 6TH FEB 2025 IN THE BOARD ROOM AT 11:00AM

Members Present

Name	Organization
1. Francis Muchai Njuraite	MTTI (Chairing)
2. Agnes Nduta	MTTI
3. Collins Kariuki	MTTI
4. Kevin Mukhwana	MTTI (Secretary)
5. Bidders	(as per the attached attendance register)

This pre-bid meeting and site visit is a requirement of the procurement process to introduce the bidders to the project and enable them to appreciate the project components and the project site.

The meeting and site visit started at 11:00 am and was conducted by Murang'a Technical Training Institute staff led by HOD – Electrical & Electronics Engineering Dept Mr. Francis Muchai.

AGENDAS:

After the opening prayer by Fredrick Nguyu and a brief introduction, the agenda for the meeting was set as follows:

1. INTRODUCTIONS
2. PROJECT INTRODUCTION AND OVERVIEW
3. SITE VISIT
4. QUERRIES AND RESPONSES
5. CONCLUSION

1.0 INTRODUCTION:

1.1 All participants assembled in the Board room 2 at 10:50am. The meeting was chaired by HOD – Electrical & Electronics Engineering Dept Mr. Francis Muchai who welcomed all participants to the Meeting and MTTI in general. This was followed by self-introductions of all present.

In opening remarks by the Chair, the bidders were informed that only issues requiring general clarifications should be brought up during the meeting. Specific issues should be addressed in writing to the Procuring Entity as stipulated in the Bidding Document as per clause 8 and 9 & TDS /ITT 8.2.



MURANG'A TECHNICAL TRAINING INSTITUTE - MARAGUA

P.O. Box 27 – 10205 MARAGUA

CELL: +254 748 108 000

Email: murangatti@gmail.com



2.0 PROJECT INTRODUCTION AND OVERVIEW:

2.1 The HOD – Electrical & Electronics Engineering Dept then gave a presentation covering the following areas:

- The project location
- The Scope of the project
- Availability of the tender documents
- Key dates for bidders to consider during the bidding process
- Physical tour of the project

The chair explained to attendees that the project for solar installation was to be done at Murang'a Technical Training Institute. The panels were to be installed on the roof of block A, then the Inverters, Batteries were to be installed in the generator room & connected to the Intelligent Smart Board in the power house.

He also explained to them that it will be the responsibility of the bidder to organize how they will access the roof of block A.

3.0 SITE VISIT:

The MTTI team together with the bidder's representatives proceeded for a walk to the specific areas of interest. He also explained the sites conditions and complexities. There was a discussion whether the cabling shall be underground or overhead and there was a consensus that overhead cabling should be done.

Through the site visit, the Bidders were to appreciate the following:

- Project area
- Available wayleaves
- Span and scope
- Existing services and utilities within the project area.

During the site visit, the team made various stops as follows:

1. Block A

a) Computer Labs, Library, Offices

The team were told & shown two computer labs, one to host 100 desktops while the other is hosting 36 desktops. The team were also shown the library and told that the Library shall be hosting 11 desktops.

Block A which is phase one of the project hosts various offices with a cumulative figure of 25 desktops. The team was also informed that Block A offices have printers and a freezer running.



MURANG'A TECHNICAL TRAINING INSTITUTE - MARAGUA

P.O. Box 27 - 10203 MARAGUA

CELL: +254 748 108 000

Email: murangatti@gmail.com



2. Power Area at Block A

The team were informed that there is a manhole that controls power at Block A

3. Generator Room

The team were shown the generator room that is to host the Inverter and Batteries plus all other installations. The bidders were satisfied that the room is well ventilated and is spacious enough. The bidders requested the room to be installed with WIFI for easier monitoring of the Solar System.

4. Power House

The team were shown the power house that has the Intelligent Board that controls power in the entire Institution. They were also informed that there shall be need to isolate power of Block A so that an Automatic Change Over Switch is installed by making the Solar to be the primary grid and KPLC to be the backup.

The team was also shown other arears of interest such as the Mechanical Workshops, Block B and Hospitality Kitchen.

4.0 QUERRIES AND RESPONSES

i. Query 1

Do bidders need to attach the Bid Bond since there was conflicting information in the tender document?

Response

No. This was an error and the same shall be communicated via an addendum

ii. Query 2

Is there need for 2 batteries of 100AH 512V yet the first phase is to achieve 20KVA?

Response

After discussion, the team agreed that only one 100ah should be quoted. This to ensure optimal working of the inverter considering the number of solars in phase one.

iii. Query 3

There was a request to extend the deadline for submission since the stated inverter in the bid document is for grid tie while what should be supplied and installed for it to work with the batteries should be hybrid. This meant the bidders to request authorization and inverter literature for the hybrid inverter from the manufacturers



MURANG'A TECHNICAL TRAINING INSTITUTE - MARAGUA

P.O. Box 37 - 10105 MARAGUA

CELL: +254 748 108 000

Email: murangapatti@gmail.com



Response

The issue of time extension shall be communicated if approved by the Principal.

5.0 CONCLUSION

5.1 The site visit ended at 1330hrs and all bidders present signed the pre-bid site visit attendance register.

6.0 APPROVAL & CONFIRMATION OF MINUTES

Prepared By:

Kevin Mukhwana

Date

Confirmed By

Francis Muchai Njuraita

Date

PRE-BID & SITE VISIT ATTENDANCE REGISTER FOR BIDDERS OR THEIR REPRESENTATIVES ON 6TH FEB 2025

No	Name of Bidder/Rep	Name of Business	ID Number	Phone No	Sign
1.	STEPHEN ODHIAMBO	POWERPOINT STUDIOS	24548980	0731908936	
2.	FREDRICK NGUYU	TECHWIN LIMITED	36667465	0704123640	
3.	KEN MUNYONI	STUNTECH SOLUTIONS LTD	30420893	0702408792	
4.	HILARY OMARIGO	LED POWER TECHNOLOGY	40685708	0790028278	
5.	JOHN NDIGA	ECOTECH ENERGY LTD	25858221	0725933049	
6.	Francis Wathura	PRONAX kenbas	44561924	0794034918	
7.	William K. NJUKI	BKSCA ENGINEERING CO LTD	25092050	0729601157	
8.	Edwin Muleba	Sengit POWER LTD	25384508	0792741665	
9.	NICHOLAI LANGAT	TECHWIN LIMITED	28699081	0726857957	
10.	PAN KIMUGEN	RIDATA K LIMITED	33386143	0799702569	
11.	Kelvin Kipng'ochi	Losev Infrastructure & Technology SOLUTIONS	3218036	0715394675	
12.	WALTER MUTHINI	NESTWOODS KIOINIAKOUNT TECH. LTD	31988596	0713115871	
13.	WILSON AICHO	DISTRIBUTED ENERGY	3594172	0701851332	
14.					