



Ministry of Investments, Trade and Industry

State Department for Industry

**MINUTES OF THE PRE-TENDER SITE VISIT MEETING HELD ON 8TH OCTOBER, 2026
TENDER NO. MITI/SDI/015/2026-2027 TENDER FOR SUPPLY, DELIVERY,
INSTALLATION, COMMISSIONING, TESTING, TRAINING AND TWO-YEAR
TECHNICAL SUPPORT FOR BUNGOMA COUNTY AGGREGATION INDUSTRIAL PARKS
(CAIPS) COFFEE PROCESSING EQUIPMENT.**

Min. No 1. Introduction and Opening Remarks.

The site visit commenced at 10:00 AM and was facilitated by officials from the State Department for Industry and KIRDI. The attendees were informed that the visit would provide an opportunity to observe the site conditions and seek clarification in accordance with the tender documents and the applicable law. The meeting was representative of both national and local governance, with administrative representation present from the National Government Administration (office of the Deputy County Commissioner) alongside County Officers from the County Government of Bungoma.

Min. No 2. Purpose of the site visit

The objectives of the site visit were:

- Familiarize the prospective bidders with project location and the existing conditions.
- Enables bidders to understand the scope and the nature of the proposed works,
- Identify any physical constraints that may affect the execution of the project
- Highlight site accessibility, storage areas, utilities and other relevant facilities
- Allow prospective tenders to identify issues requiring clarification before submission of their tenders.

Min. No 3. Scope of work

Bidders were briefed on the general scope of the proposed coffee processing equipment installation. They were advised to carefully review the technical specifications, equipment configurations, and all structural requirements when preparing their competitive bids. It was highlighted that Bungoma County prioritizes coffee as a critical pillar among its agricultural portfolios, noting that the national government has already supplied over 50,000 seedlings for coffee development in the region.

Min. No 4. Site Inspection and Observations

The team conducted a physical walkthrough of the industrial site and made the following detailed structural and infrastructural observations:

- a. **Site accessibility**-The main access road leading to the project site is currently not tarmacked. Furthermore, the route features two very narrow bridges that cannot accommodate or be accessed by heavy commercial trucks.

- **Contractor Attendance:** It was observed and formally noted that neither the infrastructure contractor nor any authorized representative was present on-site during the pre-tender site visit.
- **Site Completion Status:** The site is currently at a 62% completion rate.
- **Project Timeline & Extensions:** The initial contract for the site construction expired in September 2025. An initial extension was granted up to June 30th, and a second running extension is currently active until December 30, 2026.
- **Construction Progress Challenges:** Attendees noted that the project's start was slow due to the site terrain being extremely rocky, which repeatedly caused the construction machines to break down. While the contractor has historically moved on and off the site, it was affirmed that there is absolutely no issue with funding (Funding framework is split: 100% from National Government and 50% matching commitments from the County Government). The contractor has promised to complete the physical structure within one month.
- **Power and Connectivity Utilities:** Power is currently available around the general vicinity of the site, but not directly routed to the equipment area. Bidders observed that high-voltage power lines terminate approximately 5km away from the site.
- **Water Supply Utilities:** The site has water infrastructure. However, a tarmac finish is still required, and further drilling and piping is underway to distribute water directly to the plant's terminal points.

Min. No. 5. Sought Clarifications and Responses

Issue No. 1: Power Connectivity Infrastructure

Clarification: Bidders asked how electrical power would be successfully brought to the processing floor since the active high-voltage source lines are located 5km away.

Response: County administration officers clarified that the infrastructure contractor is strictly mandated to work hand-in-hand with Kenya Power (KPLC) to bring the main power grid connection directly to the site layout. Furthermore, it was confirmed that a transformer will be provided on-site to handle the power load.

Issue No. 2: Material Specifications for Processing Line

Clarification: Bidders sought clarity on material restrictions—specifically whether the pre-cleaning destoner and roasting components can be combined, and if the processing grills must be limited entirely to stainless steel.

Response: Officials clarified that pre-cleaning, destonning, and roasting lines cannot be combined. Bidders were firmly informed that anything coming into direct contact with the coffee must be made of food-grade Stainless Steel. This includes the pre-cleaning and destoner sections to maintain food safety standards.

Issue No. 3: Storage Safety During Construction Delays

Clarification: Bidders raised concerns about the equipment delivery timeline; if machines are delivered while the physical structure stands at 62% and is incomplete, where will

they be safely stored?

Response: Bidders were informed that a comprehensive storage plan will be coordinated with the county logistics team. Bidders were also requested to channel specific warehouse/storage inquiries to the official procurement portal for a formalized response.

Issue No. 4: Water Quality, Waste Management, and Capacity Specs

Clarification: Technical queries were raised regarding water quality available on-site, the precise processing capacity metric (specifically, the required number of litres to be purified per hour), and the structural plan for waste management and by-product disposal.

Response: Bidders were advised that water quality assessments and exact technical flow metrics are key parts of the pending framework. Bidders must formally submit these questions via email to procurement@industrialization.go.ke so they can be comprehensively answered in the upcoming technical addendum.

Issue No. 5: Roasting Profile Computers & Machine Lifespans

Clarification: The bidders sought to know whether a separate laptop was required for the PLC-equipped coffee roasting machine capable of capturing roasting profiles.

Response: The laptop requirement remains valid to facilitate programming, management of roasting profiles and remote operation, where supported. Any software supplied shall be licensed on a perpetual basis.

Issue No. 6: Quality Safeguards on Required Spare Parts.

Clarification: Bidders sought clarity regarding the list of essential spares during warranty period as currently framed in the tender document is open-ended and will lead to non-uniform responses.

Response: The bidders were advised to use the manufacturer spare parts list (Original Equipment Manufacturer) or supplier is responsible for identifying the spare parts, based on the equipment design and maintenance requirements, in accordance with the tender specifications.

Bidders were also advised to send all queries through the official tender communication channel email: procurement@industrialization.go.ke so they can be compiled and reviewed for an upcoming addendum.

Issue No. 7: Tender Documentation Textual Errors (Labelling & Missing Specifications)

Clarification: Bidders pointed out that the tender document section regarding "labelling" contained typographical errors and should read "coding" instead. They also reiterated that certain vital operational machines were missing entirely from the Technical Specifications

Response: The typographical feedback was noted and will be corrected. For the missing machines, bidders must immediately list the omissions and submit them via email procurement@industrialization.go.ke for addendum evaluation.

Issue No. 8: Bid Submission Extensions

Response: Bidders were reminded that under Addendum No. 1, the bid submission closing deadline for all 17 tenders has been extended from October 23, 2026, to Friday, 30th October, 2026, at 11:00 AM at the NSSF Building, Bishops Road, 16th Floor.

Min. No 6. Key Issues requiring follow up

- State Department for Industry (SDI) to compile and issue an upcoming technical addendum covering KPLC transformer drop timelines, structural storage provisions, and the corrected Specifications machinery lists.
- Bidders to immediately send outstanding questions on water purification volumes and coding modifications to procurement@industrialization.go.ke.

Min. No 7. Conclusion

The pre-tender site visit concluded with a clear understanding of the site conditions, rocky terrain challenges, and infrastructural timelines. Bidders were encouraged to align their bids with the strict stainless steel requirements and submission deadlines.

Tender site visit team