



**MINISTRY OF INVESTMENTS, TRADE AND INDUSTRY
STATE DEPARTMENT FOR INDUSTRY**

Telephone: 020-2731531-9
0704097021/23, 0788484840/41
Fax: 020-2731511
Email: ps.moied@gmail.com
When replying please quote:

Social Security House BLK 'A'
Bishops Road, Capital Hill
P.O. Box 30418 - 00100
NAIROBI

**MINUTES OF THE PRE-TENDER SITE VISIT MEETING HELD ON 8TH OCTOBER, 2026
TENDER NO. MITI/SDI/014/2026-2027 TENDER FOR SUPPLY, DELIVERY,
INSTALLATION, COMMISSIONING, TESTING, TRAINING AND TWO-YEAR
TECHNICAL SUPPORT FOR KIAMBU COUNTY AGGREGATION INDUSTRIAL PARKS
(CAIPS) COFFEE PROCESSING EQUIPMENT.**

Min. No 1. Introduction and Opening Remarks.

The site visit commenced at 10am and was facilitated by officers from the State Department for Industry (SDI) and Kenya Industrial Research and Development Institute (KIRDI). The attendees were informed that the visit would provide an opportunity to observe and familiarize with the site conditions and seek clarification in accordance with the tender documents and the applicable laws.

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 works and the equipment specifications as outlined in the tender documents. The prospective tenderers were advised to carefully read and review the tender documents, Scope of works, Equipment specifications and all the applicable requirements when preparing their tenders.

Min. No 4. Site Inspection and Observations

The team conducted a physical inspection of the site and the following observations were made:

- a. **Site accessibility**-The access was good, no restrictions observed.
- b. **Existing site conditions**-Site was in good condition, 95% completion rate
- c. **Availability of utilities**
 - **Electricity**-Three-phase electricity was available and connected up to the industrial park at the proposed equipment location **CAIP**

- **Water Supply:** Borehole water was available on site and fresh water from Githunguri Water Services connection to the CAIP would be done by the County Government of Kiambu before equipment delivery.
- d. **Other Observations-No concerns were noted.**

Min. No. 5: The Sought Clarifications and Responses

Issue No. 1-Tender Addendum No. 1.-Addendum to the Tender Notice (Addendum 1)

Response: Bidders were informed that addendum No. 1 was issued on 29th September, 2026 and it contained the following:

- **Amended Tender Documents:** -Tender documents had been revised, bidders were advised to use the “REVISED TENDER DOCUMENTS”, the revised documents supersede the earlier versions.
- **Pre-Tender Site Visits:** Attention was drawn to the scheduled pretender site visits as indicated in the tender documents.
- **Clarification of Tender Submission Location:** the exact location for submission of tender documents will be Bishops Road, NSSF Building, Block A, Eastern Wing, in the tender box situated on 16th floor.
- **Extension of Tender Submission Date:** The bids submission deadline for the all the Seventeen (17) tenders was extended from **Friday, 23rd October, 2026 at 11am** to **Friday, 30th October, 2026 at 11am.**

Issue No. 2: Bidders sought clarification on the following utilities;

- Civil works pertaining the equipment’s installation since it was not specified in the tender document.
- Type of floor finishings in the CAIP since food processing require special flooring requirements, and
- **Other operating utilities,** since the tender document did not provide any remarks pertaining these operating utilities.

Response: Since the above utilities formed key part of the tendering process, bidders were informed that an addendum would be issued and they were therefore requested to submit all queries through the official tender communication channels i.e. email procurement@industrialization.go.ke

Issue No. 3- Clarification was sought on the technical specifications of the equipment as follows:

- **The Equipment Capacity** the general specifications indicate processing capacity of 500kg/hour while the commercial coffee roaster specified 20-30 kg/batch, the roaster destoner as 100-300kg/hour and the industrial grin der specified 50-150 kg/hr, clarification was therefore sought whether the 500 kg/hr was the capacity of the complete processing line.
- **Response:** Since the above utilities formed key part of the tendering process, bidders were informed that an addendum would be issued and they were therefore requested to submit all queries through the official tender communication channels i.e. email procurement@industrialization.go.ke

Min. No 6. Key Issues requiring follow up

SDI to promptly issue an addendum addressing the above clarifications sought by prospective bidders.

Min. No 7. Conclusion

The pretender site visit provided an opportunity to prospective tenderers to familiarize themselves with the site, observe the existing conditions and identify issues relating to the site that would assist in the preparation of their tender.

Prepared by: Secretariat

Confirmed by: Pre-tender Site visit Committee