



Ministry of Investments, Trade and Industry

State Department for Industry

MINUTES OF THE PRE-TENDER SITE VISIT MEETING HELD ON 7TH OCTOBER, 2026 TENDER NO. MITI/SDI/006/2026-2027 TENDER FOR SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING, TESTING, TRAINING AND TWO-YEAR TECHNICAL SUPPORT FOR TRANS NZOIA COUNTY AGGREGATION INDUSTRIAL PARKS (CAIPS) SUNFLOWER 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 local administration was represented for the meeting, alongside County Officers from the County Government of Trans Nzoia.

Min. No 2. Purpose of the site visit

The objectives of the site visit were to:

1. Familiarize the prospective bidders with the project location and the existing conditions.
2. Enable bidders to understand the scope and the nature of the proposed works for the sunflower processing facility.
3. Identify any physical constraints that may affect the execution of the project.
4. Highlight site accessibility, storage areas, utilities, and other relevant facilities.
5. Allow prospective tenderers 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 sunflower seed extraction, filtration, and refining 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 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 road is tarmacked, site located few meters off the main road, no restrictions observed.
- b. **Contractor Attendance:** The infrastructure contractor was present on-site along with their technical team. They actively participated in the walkthrough, providing progress updates on the physical structures and outlining their mobilization plan to meet the extended project completion timeline.
- c. **Project Timeline & Progress:** Construction on the site began in September 2023 with an initial completion target of March 2025. Due to certain environmental challenges (e.g., rains), the project is yet to be finished. The site currently stands at a 62% completion rate, and the contractor indicated that construction will be completed within the period stipulated before the commencement of the CAIPs. The extension runs until 30th December, 2026.
- d. **Project Funding:** It was confirmed that the project has secured necessary funding.
- e. **Site Security:** The perimeter wall is 100% complete in accordance with the Bill of Quantities (BoQ). However, the wall does not cover the entire CAIP site. To enhance the security of the processing machinery and the CAIP facility, the County Government of Trans Nzoia is working towards allocating additional funds to complete the perimeter wall. The facility will also utilize security services offered by Matisi Police Station, located approximately 1 km from the CAIP site.
- f. **Availability of utilities**
 1. **Electricity**-Three-phase electricity was available and connected up to the industrial park at the proposed equipment location **CAIP**.
 - Inquiries were made regarding the available electrical sockets to ensure their compatibility and quality match the supplier's specific heavy equipment needs for sunflower seed processing.
 2. **Water Supply:** Borehole water was available on site.
 - The bidders specifically requested clarification regarding a source of water backup necessary for plant utilities and sanitation.

Min. No. 5. 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: Power Connectivity Infrastructure

Clarification: Bidders asked about availability of electrical power.

Response: It was confirmed that a transformer will be provided on-site to handle the power load.

Issue No. 3: Water Supply and Waste Management

Clarification: Technical queries were raised regarding water Supply and backup available on-site.

Response: Bidders were advised that plans are in place to buy water conservation and storage tank to back up the water supply.

Issue No. 4: Technical Specifications & Missing Machinery:

Clarification: Bidders raised concerns regarding specific components critically needed for full sunflower milling and processing operations but were not provided to them on the Specifications, e.g. seed drying.

Response: Bidders were instructed to formalize and submit all specific missing machinery items through the official tender communication channel email:

procurement@industrialization.go.ke so they can be compiled and reviewed for an upcoming addendum.

Issue No. 5: Project Awarding vs. Incomplete Construction

Clarification: A question was raised regarding the procedural implications of awarding contracts for the CAIPs while the physical site construction is not yet fully complete.

Response: Bidders were assured that the alignment between processing equipment delivery and site completion is managed contractually (with construction targeted for completion by December 30th, 2026).

Issue No. 6: Inspection and Acceptance Committee

Clarification: Bidders sought clarity on whether the Inspection and Acceptance Committee would consist of a national government team or a county government team.

Response: Bidders were informed that the final composition of the committee is to be determined along the way in consultation with all relevant stakeholders, and the final framework will be guided by the applicable public procurement laws before project commissioning.

Min. No 6. Key Issues requiring follow up

SDI to promptly issue a comprehensive addendum addressing the missing specifications sunflower processing machinery, committee assignments, and infrastructure updates.

Bidders to submit all pending queries regarding backup utilities and electrical socket configurations to procurement@industrialization.go.ke.

Min. No 7. Conclusion

The pre-tender 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.

Tender site visit team