



## **THE KISUMU NATIONAL POLYTECHNIC**

### **MINUTES OF SITE VISIT MEETING FOR THE CONTRACT OF POWER DISTRIBUTION FROM POWER HOUSE TO FACTORY, ADMINISTRATION AND HOSTELS BLOCK FOR THE PROPOSED REGIONAL FLAGSHIP TVET INSTITUTE FOR TEXTILE TECHNOLOGY KE-KISUMUPOLY-494239-CW-RFB - HELD ON 4/05/25 AT MULTIPURPOSE HALL AT 10.00 AM**

#### **1. Members Present**

Client Members:

- Mr. Peter Mugo – RFITT Manager
- Mr. Milton Omollo – Procurement Focal Person
- Mr. Fredrick Odhiambo – Clerk of Works

**Prospective Bidders** (see the attached List)

#### **2. Agenda**

1. Preliminaries
2. Clarification of project technicalities
3. Bidding process
4. Site visit
5. Way forward
6. Closing of the meeting

#### **Minute 1: Preliminaries**

The meeting started at 10:00a.m. by a word of prayer from one of the client representative. The procurement focal person called the meeting to order and requested all bidders that were present to register, introduction of the members was done, and thereafter he gave a brief overview on the purpose of the meeting.

**Minute 2: Clarification of project technicalities.** RFITT manager explained the technical expectation of the project, in terms of electricity supply, power demand for the three blocks

(factory, administration block, and hostels), and distribution plan of the same. The transformer rating was given at 1MVA de-rated to 789KVA.

### **Minute 3: Bidding Process**

Procurement focal person explained the process, the timelines and the importance of the site visit, And ensuring relevant documents attached are authentic, abiding by the Instruction to Bidders as per the Tender documents.

### **Minute 4: Site visits**

Clients and bidders members visited the site, and did the survey: Bidders were taken through the power house, shown the transformer, generator, and boiler rooms respectively. Then power line cable sleeves were identified and shown to all bidders. Positioning of main LV board, sub-boards (Panels) of all blocks were explained and shown. Bidders also surveyed the distance from the main power supply (transformer) to the respective power points at the factory, administration and hostels blocks.

Any queries and concerns were handled accordingly.

### **Minute 5: Way forward**

The bidders still had one week to provide their bid documents, and they were given confirmation that the Kisumu national polytechnic procurement processes are open, transparent, with above board integrity. The attendance sheet copies to be distributed to every participant and Minutes to be posted on the website [www.kisumupoly.ac.ke](http://www.kisumupoly.ac.ke)

### **Minute 6: Close of the Meeting**

There being no other issues the meeting was closed at 12:00 pm by word of player from one bidding member.

Signed:-



**FOR AND ON BEHALF OF THE KISUMU NATIONAL POLYTECHNIC**

**NAME: \_MILTON OMOLLO**

**Title : Procurement Focal Person**



**POWER DISTRIBUTION WORKS FROM POWER HOUSE TO FACTORY, ADMINISTRATION  
BLOCK AND HOSTELS FOR  
PROPOSED REGIONAL FLAGSHIP TVET INSTITUTE AT KISUMU NATIONAL  
POLYTECHNIC-KISUMU-POLY-494239-CW-RFB  
SITE VISIT DATE 4/05/2025**

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