



**MINISTRY OF AGRICULTURE, LIVESTOCK, FISHERIES AND COOPERATIVES
STATE DEPARTMENT FOR FISHERIES, AQUACULTURE AND THE BLUE ECONOMY
AQUACULTURE BUSINESS DEVELOPMENT PROGRAMME**

**MINUTES OF TENDER OPENING MEETING FOR PREQUALIFICATION
OF SUPPLIERS FOR PROVISION OF CATERING SERVICES FOR
AQUACULTURE BUSINESS DEVELOPMENT PROGRAMME HELD AT
ABDP OFFICES IN NYERI ON 1ST FEBRUARY 2022 AT 12.00PM**

TENDER NO: MOALF&C/SDFA&BE/ABDP/PQ-003/2021-2022

MEMBERS PRESENT

No	Name	Design.	Appointment
1.	Mr. Raphael Kasiu	ADF	Chairman
2.	Ms. Maureen Muriuki	CPC Nyeri-ABDP	Member
3.	Ms. Esther Waweru	P.A- ABDP	Member
4.	Ms. Veronicah Chege	P.A- ABDP	secretary

IN ATTENDANCE

S/NO	Name of Attendee	Representing (Company)	Title or Position
1	Moses Kimani	ABDP	Procurement Intern
2	Fridah Muthuri	ABDP	S/S

[Signature] 01/02/2022

[Signature] 1/2/2022

[Signature] 1/2/2022

[Signature] 1/2/2022

MIN. 1/PQ-003/2021: INTRODUCTION

The Chairman called the meeting to order at 12.00 pm followed by a word of prayer by one of the members. He requested all members present to introduce themselves starting with the appointed members of the opening committee and bidders' representatives.

The Chair briefed members on the agenda for the day which was to open tenders for Prequalification for provision of Catering Services.

He then outlined the procedure of opening the tenders in line with the Public Procurement and Asset Disposal Act, 2015 as follows;

1. Each bid name shall be read out once opened.
2. Each bid shall be assigned a numerical number.
3. Tender opening registers will be created for each tender to indicate the name of the Bidder and address, number of copies submitted and number of pages of each bid.
4. Appointed and present members of the tender opening committee to append their signature on specific pages as would be identified.
5. Bidders' representatives to sign bidder's representative form provided.

MIN. 2/PQ-003/2021: NUMBER OF BIDS SUBMITTED FOR TENDER NO.

1. MOALF&C/\$DFA&BE/ABDP/PQ-003/2021-2022

The total numbers of bids received at the time of closing on 1st February 2022 at 11.00am for the above tender is as follows;

2. MOALF&C/\$DFA&BE/ABDP/PQ-003/2021-2022

The total numbers of bids received at the time of closing on 1st February, 2022 at 11.00am for the above tender is as follows;

Handwritten notes:
2 01/02/2022
1 1/2/2022
1 1/2/2022
1 1/2/2022
2

BID OPENING REGISTER - MOALF&C/SDFA&BE/ABDP/PQ-003/2021-2022

S/ N	NAME AND BRIEF ADDRESS OF BIDDER	NO. OF COPIES OF BID	CURRENCY OF BID	AMOUNT OF BID (KES)	LOT NO.	WITHDRAWAL OR MODIFICATIONS	NO. OF PAGES	NOTED DISCREPANCIES
1	Joyworld Caterers and Events P.O Box 105-40100, Kisumu joyceolweya@gmail.com	1	N/A	N/A	Not specified	NONE	63	NONE
2	Kuku Joint Hotel P.o Box 62-10230 Sagana Shiko.karanja@yahoo.com	2	N/A	N/A	Not specified	NONE	126	NONE
3	Havila Resort Limited P.o Box 41-10230 Sagana james@havilaresort.com	2	N/A	N/A	Not specified	NONE	116	NONE
4	Viscomasu Enterprises P.o Box 623-10100 Nyeri email	1	N/A	N/A	4	NONE	64	NONE
5	AquaPlates Enterprises P.O Box 15965-20100 Nakuru aquaplatesenterprises@gmail.com	1	N/A	N/A	4	NONE	67	NONE
6	Delicacy Caterers P.O Box 49, Rongai pamron26@yahoo.com	1	N/A	N/A	Not specified	NONE	75	NONE

There being no other business the meeting ended at 1.00 pm.

[Signature]
01/02/2022

~~11/2/2022~~

~~11/2/2022~~

11/2/2022 3

Minutes confirmed by tender opening committee members

No	Name	Appointment Role	Signature	Date
1.	Mr. Raphael Kasiu	Chairperson		01/02/22
2.	Ms. Maureen Muriuki	Member		1/2/2022
3.	Ms. Esther Waweru	Member		1/2/2022
4.	Ms. Veronicah Chege	Secretary		1/2/2022