



**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 CONFERENCE FACILITIES FOR
AQUACULTURE BUSINESS DEVELOPMENT PROGRAMME HELD AT
ABDP OFFICES IN NYERI ON 1ST FEBRUARY 2022 AT 11.30AM**

TENDER No: MOALF&C/SDFA&BE/ABDP/PQ-002/2021-2022

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

Handwritten notes:
2 - 01/02/2022
① 11/2/2022
② 11/2/2022
③ 11/2/2022
1

MIN. 1/PQ-002/2021: INTRODUCTION

The Chairman called the meeting to order at 11.30 am 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 of:

- i. Provision of Conference Facilities
- ii. 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-002/2021: NUMBER OF BIDS SUBMITTED FOR TENDER NO.

1. MOALF&C/\$DFA&BE/ABDP/PQ-002/2021-2022

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;

BID OPENING REGISTER - MOALF&C/\$DFA&BE/ABDP/PQ-002/2021-2022

S/ no	NAME AND BRIEF ADDRESS OF BIDDER	NO. OF COPIES	CUR REN CY OF BID	AMOU NT OF BID (KES)	LOT No.	WITHDRA WAL OR MODIFICA TIONS	NO. OF PAG ES	NOTED DISCREP ANCIES
1	Wigot Graden Limited P.O Box 00200-75630 Kisumu info@wigotgardens.co.ke	2	N/A	N/A	Not specified	NONE	112	NONE

[Handwritten signatures and dates]
01/02/2022
112/2022
112/2022
2

2	Semara Hotels Limited P.O Box 1639-90100 Machakos Semarahotelsltd@gmail.com	1	N/A	N/A	Not specified	NONE	67	NONE
3	Phoenicia Hotel P.O Box 40359-00100 Nairobi info@phoeniciahotelnairobi.co.ke	1	N/A	N/A	Not specified	NONE	68	NONE
4	Burch's Resort Naivasha Limited P.O Box 34-00600 Nairobi marketing@burchsresort.co.ke	1	N/A	N/A	Not specified	NONE	65	NONE
5	Kiandana Bed and Breakfast Limited Po Box 8482-00300 Machakos info@kiandanihotel.com	2	N/A	N/A	Not specified	NONE	107	NONE
6	Hylise Hotel Limited P.O Box 825-20117 Naivasha marketing@hylisehotel.com	1	N/A	N/A	Not specified	NONE	73	NONE
7	Gelian Investment Limited P.o Box 1639-90100 Machakos justermukenyi@yahoo.com	1	N/A	N/A	Not specified	NONE	95	NONE



~~2~~ 01/02/2022
 1/2/2022
 1/2/2022
 1/2/22

2. MOALF&C/SDFA&BE/ABDP/PQ-002/2021-2022

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;

There being no other business the meeting ended at 12.00 pm.

Minutes confirmed by tender opening committee members

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