



SPECIAL ECONOMIC ZONES AUTHORITY

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MINUTES OF PRE-BID SITE MEETING FOR THE PROPOSED BUILDERS ELECTRICAL AND STRUCTURED CABLING WORKS FOR THE ADMINISTRARION BLOCK AT NSEZ(SEZA/1091/0108/2025-26) HELD ON 11TH JUNE 2026 FROM 10.00AM TO 12.00PM AT NAIVASHA ADMINISTRATION BLOCK AT NAIVASHA SEZ.

1. Members Present

1. Okumu Otieno, Manager, SCM - Chairing
2. Billy Omolloh, Principal Engineer
3. Julius Mwakichi, Civil Engineer
4. Tabitha Wangari, SCM
5. Brian Mutinda, HR & Administration
6. Samuel Isoe, Legal
7. Whitney Monje, SCM

2. Bidders Present

1. M/s. Macknox Limited
2. M/s Star Infinite Innovations Limited
3. M/s Contell Africa Limited
4. M/s. Lipton Investment Limited
5. M/s Gelumark Investment Limited

3. Agenda

1. Introduction
2. Briefing on the Tender mentioned above
3. Site Inspection
4. Question and Answer Session
5. Signing of Site Visit Form and Attendance Register
6. AOB

AGENDA	DESCRIPTION
1.1.0	Introduction
	The meeting was called to order by Okumu Otieno (Chairing) at 1000hrs followed by self-introductions.
2.1.0	Briefing on the Tender mentioned above
	Bidders Present were briefed by Engineer Billy on Tender No. SEZA/1091/0108/2025-26. The firms that attended the site visit are: <ol style="list-style-type: none"> 1. M/s. Lipton Investment Limited 2. M/s Macknox Limited 3. M/s Star Infinite Innovations Limited 4. M/s. Contell Africa Limited 5. M/s Gelumark Investment Limited
3.1.0	Site Inspection
	Bidders were taken through the proposed project area and briefed on the scope of the intended works.
4.1.0	Question and Answer Session
	No questions were raised during the question-and-answer session.
5.1.0	Signing of Site Visit form and Attendance Register
	All prospective bidders present were requested to sign the site visit form and the attendance register Gelumark Investment Limited was not issued with a site visit form because they did not present the required supporting documents..
6.1.0	AOB
	There being no other business, the meeting ended at 12:00pm.

Prepared By:

Sign: 

Date: 11/06/2026

Tabitha Wangari
SCM

Approved By:

Sign: 

Date: 11/06/2026

Okumu Otieno
Manager, SCM