

**MINUTES OF THE PRE-SITE VISIT MEETING HELD ON 2<sup>ND</sup> MAY, 2024 AT THE COUNTY ASSEMBLY OF KILIFI FOR TENDER NEG. NO. 1484336-2023-2024, 1484350-2023-2024 AND 1484288-2023-2024 BEING SUB-CONTRACTS FOR PROPOSED COMPLETION OF THE COUNTY ASSEMBLY OFFICE BLOCK FOR THE COUNTY ASSEMBLY OF KILIFI**

**Companies represented at the meeting;**

A total of thirteen companies were represented in the meeting.

**PRE-SITE 01/2023/2024-** Opening Remarks

The meeting was opened with a word of prayer from one of the company representatives present. The Chairperson thereafter thanked all representatives and staff for attending the meeting. He further highlighted that everyone present must sign the attendance list. After these remarks, he gave way to a round of introductions by all present.

**PRE-SITE 02/2023/2024-** Agenda of the Meeting

The agenda of the meeting was to enable all potential bidders to see and appreciate the site and the extent of development of the proposed completion of Assembly Office Block for the County Assembly of Kilifi which is an ongoing project. This was explained to all members present, where after parties proceeded to the site for viewing.

**PRE-SITE 03/2023/2024-** Matters arising

All parties present were satisfied with the site visit and there was no matter that arose as per the visit.

**PRE-SITE 04/2023/2024-** Issuance of certificates

All parties present were issued with a Pre-Site visit certificate.

There being no other business the meeting ended at 1.00 pm