



Meeting Name:	Malindi sub-county Hospital Construction site visit meeting.		
Date:	24 th May 2024	Time:	2:00 p.m. – 3:30 p.m.
Minutes prepared by:	Irine Mwangima	Location:	Malindi Sub-County Hospital
Attendees			
Name:	Designation:		
1. Lucia Pincerato	WF Staff		
2. Andrea Sacchi	WF Staff		
3. Gabriele Paone	WF Staff		
4. Christine Chivila	WF Staff		
5. Irine Mwangima	WF Staff		
6. Lawrence Omony	Quantity Surveyor – WF Consultant		
7. Dr. David Mang’ong’o	Medical Superintendent Malindi Sub-County Hospital		
8. Said Ali Said	Malindi Sub-County Hospital Admin		
9. 13 prospective contractors			
Meeting Agenda			
<ol style="list-style-type: none"> 1. Preliminaries 2. Site Visit 3. Boardroom Queries and Discussions 4. AOB 			
AGENDA	DISCUSSION		
1. Preliminaries/ Introductions:	<p>According to the notice, the meeting had been scheduled for 10:00 a.m. on 24th of May 2024. However, due to flight delays experienced by World Friends Administrator and Quantity Surveyor, the meeting was postponed to 2:00 p.m.</p> <p>The meeting commenced at 2:00 p.m. with introductions from all participants.</p> <p>After the introductions, the Malindi Sub-County Hospital (SCH) team briefed the participants on the purpose of the meeting: to conduct a site visit where the maternity ward is to be constructed and to address any questions regarding the tender published on both World Friends’ website (https://world-friends.it/en/kenya/sul-territorio/creazione-rete-sanitaria-kenya-uganda-tanzania/) and Tenders Kenya website (https://www.tenderskenya.co.ke/).</p> <p>The World Friends (WF) team provided a brief summary of the tender documents, submission procedures, and deadlines. They then encouraged participants to inquire about any administrative and technical matters, as a WF quantity surveyor and administrator were present on-site.</p>		



	<p>Subsequently, the WF team requested participants to sign the "Attendance List" and collect the "Certificate of Participation." Please note that the certificate is a mandatory requirement for participating in the tender process.</p>
<p>2. Site Visit:</p>	<p>The WF team, Malindi SCH team, and all participants then proceeded to the construction site which is adjacent to the under-construction ICU and Female Ward. The tenderers raised queries on-site regarding the site and construction in general.</p> <p>Site Queries:</p> <ol style="list-style-type: none"> 1. Access to Construction Materials: Contractors inquired about the logistics of getting materials to the site. The hospital team suggested two options: utilizing the hospital pathway (with immediate repair required due to wheelchair patient traffic) or creating a pathway alongside the servant quarters, currently unused and less trafficked albeit in need of repair. 2. Availability of Water: It was clarified that although water at the hospital is slightly saline, it is available. Additionally, an on-site plumber can facilitate the installation of a meter box specific to the contractor at their own expense. 3. Security Measures: The hospital team mandated proper fencing of the site by contractors and emphasized the need for the contractors to arrange security for their construction materials. 4. Electricity Availability: Electricity is accessible at the hospital, with an on-site electrician available for necessary connections. <p>Other Clarifications at the Site:</p> <ul style="list-style-type: none"> • The contractor is required to relocate the ICU fence closer to the under-construction ICU building to create more space for the maternity ward. • The maternity building should align parallel to both the ICU and the female ward for emergency access and to allow sufficient space for landscaping. • The contractor must minimize noise and dust pollution, given the hospital's operational environment. • Proper disposal of waste within the construction site and adherence to waste management protocols are mandatory. • Implementation of proper construction signage is required. • The contractor must establish a site office for displaying drawings and other requirements during County inspections. Additionally, a site inspection book must be maintained for County officers' comments during inspections. • On-site biomedical engineers, plumbers, and electricians are available for required connections.



<p>3. Boardroom queries and discussions</p>	<p>After the site visit, the entire team convened in the boardroom for further discussions and clarifications. The WF and hospital teams proceeded to confirm all the construction companies present.</p> <p>The WF Team explained the tender procedure, emphasizing competitiveness and transparency. Participants were encouraged to avoid private facilitation, and any questions arising would be shared simultaneously with all present. The team assured full support from the hospital to the winning company throughout the construction.</p> <p>Emphasizing thoroughness in completing tender forms and attaching required documentation, the WF team reiterated that all tender documents are available on Tenders Kenya website (https://www.tenderskenya.co.ke/) and on World Friends' website (https://world-friends.it/en/kenya/sul-territorio/creazione-rete-sanitaria-kenya-uganda-tanzania/).</p> <p>All discussed information would be published on these sites. Attendance at the site visit meeting was mandatory for all bidding contractors, with strict adherence to deadlines stressed; submissions after the deadline would result in automatic exclusion.</p> <p>The team welcomed questions/concerns from contractors.</p> <ul style="list-style-type: none"> • Some contractors inquired about the format of the bill of quantities, suggesting an Excel format over PDF. They were advised to adhere to the PDF format; any changes would be communicated. <p>With no further questions from contractors, the Quantity Surveyor (QS) asked if any queries arose from the tender documentation. Contractors were urged to thoroughly understand the bid process and its requirements before bidding.</p> <ul style="list-style-type: none"> • When asked, all contractors identified themselves as general contractors, while some acknowledged having sub-contractors, such as plumbing, solar, gas, and heater specialists. Most attendees were site agents/representatives rather than directors. <p>Bid bonds were clarified as unnecessary, with contractors urged to carefully review all documents before bidding. Selection criteria aimed to identify financially capable contractors to minimize project delays.</p> <p>Questions arising from contractors after reviewing the tender documents should be emailed and would be published on both World Friends' website (https://world-</p>
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	<p>friends.it/en/kenya/sul-territorio/creazione-rete-sanitaria-kenya-uganda-tanzania/) and Tenders Kenya website (https://www.tenderskenya.co.ke/). Contractors were advised to regularly check these sites for updates.</p>
<p>4. AOB & Adjournment</p>	<p>The WF team extended gratitude to the donor, The Italian Agency for Development Cooperation (AICS), for their generous funding towards the construction of the maternity facility. Additionally, both the WF and Malindi SCH teams expressed appreciation to all contractors for their interest in the tender process. Certificates of participation in the site visit were awarded to all 13 present contractors.</p> <p>The hospital team delivered their closing remarks, following which the meeting concluded at 3:30 p.m.</p>