



Ministry of Investments, Trade and Industry

State Department for Industry

MINUTES OF THE PRE-TENDER SITE VISIT MEETING HELD ON 9TH OCTOBER, 2026 FOR TENDER NO. MITI/SDI/013/2026-2027: TENDER FOR SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING, TESTING, TRAINING AND TWO-YEAR TECHNICAL SUPPORT FOR BUSIA COUNTY AGGREGATION INDUSTRIAL PARKS (CAIPS) CASSAVA PROCESSING EQUIPMENT.

Min. No 1. Introduction and Opening Remarks.

The site visit commenced at 10:00 AM and was facilitated by officials from the State Department for Industry and KIRDI. The attendees were informed that the visit would provide an opportunity to observe the site conditions and seek clarification in accordance with the tender documents and the applicable law. The local administration was represented for the meeting, alongside the County Commissioner, County Officers from the County Government of Busia.

Min. No 2. Purpose of the site visit

The objectives of the site visit were to:

1. Familiarize the prospective bidders with the project location and the existing conditions.
2. Enable bidders to understand the scope and the nature of the proposed works for Cassava processing infrastructure (along with contextual references to cotton and rice value chains).
3. Identify any physical or structural constraints that may affect the execution of the equipment setup.
4. Highlight site accessibility, storage areas, utilities, and other relevant facilities.
5. Allow prospective tenderers to identify issues requiring clarification before submission of their tenders.

Min. No 3. Scope of work

Bidders were briefed on the general scope of the proposed Cassava processing machinery installation. Bidders were informed that while the long-term regional agricultural development includes value chains for Cotton and Rice, the primary, immediate focus remains on Cassava processing.

The briefing highlighted institutional support structures currently running in parallel to feed the plant:

Farmer Sensitization: Community-level campaigns have been successfully executed to sensitize local farmers on large-scale cassava production.

Input Distribution: Certified seeds and high-quality farming inputs are actively being distributed to local farmers to secure sustainable raw material streams.

Cooperative Framework: Functional agricultural cooperatives have been fully established to streamline the delivery logistics. These cooperatives manage local collection sites, aggregating farm harvests directly to the central CAIP aggregation center.

Min. No 4. Site Inspection and Observations

The team conducted a physical tour of the industrial park layout and recorded the following positive infrastructure developments and remaining civil works:

Site accessibility-The access road is not tarmacked, no restrictions observed.

Contractor Attendance: The infrastructure contractor was present on-site along with their technical team. They actively participated in the walkthrough, providing progress updates on the physical structures and outlining their mobilization plan to meet the extended project completion timeline.

Site Completion Rate: Physical infrastructure construction on the site stands at an advanced 91% completion rate.

Project Completion Timeline: The active construction window is contractually slated to formally conclude by 15th December, 2026.

Go-down & Plant Structures: There are a total of 4 go-downs established on-site. The structural frameworks are complete, with ongoing civil works focusing strictly on the completion of the floors, final painting phases, and structural power integration.

Ancillary Facilities: The dedicated ablation/ambulation block is almost complete. Additionally, storm water drainage lines and complete fire-fighting installation systems have been successfully executed across all 4 go-downs.

Electricity & Power Infrastructure: Main grid power is available on-site. A high-voltage transformer has been successfully installed and connected. Furthermore, the facility has been gifted a heavy-duty backup generator by the PS (Waziri) to ensure continuous, uninterrupted processing operations.

Water Supply Infrastructure: A dedicated water tower is located only a few meters away from the main buildings. Water quality tests have already been conducted and passed.

Drainage & Waste Logistics: A separate, dedicated septic holding area has been constructed specifically to manage and capture water discharge originating from the plant's cold rooms.

Min. No 5. Sought Clarifications and Responses

Issue No. 1: Structural Omissions for Waste Drainage during Cassava Pre-Processing

- **Clarification:** Bidders raised a major structural concern regarding the drainage pathways required for waste products generated during the raw cassava cleaning and sorting phases. It was pointed out that the current tender scope for the civil go-down construction did not contain a provision or specialized layout for this specific type of heavy debris/slurry drainage.
- **Response:** The State Department and County engineers acknowledged the variance. Bidders were informed that because this forms a critical component of a functional cassava washing line, a technical addendum will be issued to reconcile the equipment specifications with the necessary floor drainage alterations.

Issue No. 2: Electrical Outlets on the Go-down Floor Layout

- **Clarification:** Bidders inquired about the precise placement and installation status of terminal power outlets and industrial sockets across the processing go-down floors, noting they are critical for machine positioning.
- **Response:** Bidders were informed that the remaining electrical outlet works within the go-downs are explicitly scheduled to be completed. They were also advised that according to the tenders the bidders are supposed to quote including providing a detailed layout of the machines with coloured photos of the same.

Issue No. 3: Remaining Water and Civil Finishes

- **Clarification:** Inquiries were made regarding the final timeline for connecting the nearby water tower systems directly to the processing machinery intake lines.
- **Response:** All terminal utility connections are being synchronized by the on-site contractor to finish ahead of the December 15, 2026, building handover deadline.

Issue No. 4: Tender Submission Extensions & Logistics

- **Response:** Bidders were formally reminded that via Addendum No. 1, the bid submission closing deadline for all seventeen (17) CAIP tenders has been extended to Friday, 30th October, 2026, at 11:00 AM. Documents must be physically deposited in the tender box located on the 16th Floor, Eastern Wing, NSSF Building, Bishops Road.

Min. No 6. Key Issues Requiring Follow-Up

- State Department for Industry (SDI) to issue a swift addendum providing structural guidelines for cassava cleaning drainage channels within the go-downs.
- Bidders to submit any pending technical machinery sizing and capacity queries via the official tender communication channels i.e. email procurement@industrialization.go.ke

Min. No 7. Conclusion

The site visit concluded successfully with a high degree of confidence noted due to the advanced 91% completion rate, the presence of the active contractor, and the robust on-site utility installations (transformer and backup generator). Bidders were urged to finalize their documentation ahead of the October 30th deadline.

Tender site visit team