



## TOM MBOYA UNIVERSITY

KNOWLEDGE FOR SUSTAINABLE INNOVATION ENTERPRISE

**MINUTES OF THE PRE-ARRANGED SITE VISIT MEETING FOR TENDER NO.: TMU/OT/01/2025/2029: PROVISION OF SECURITY SERVICES AT TOM MBOYA UNIVERSITY, HOMABAY HELD ON 2<sup>ND</sup> JULY, 2025 AT THE UNIVERSITY BOARDROOM LOCATED AT THE ADMINISTRATION AND LECTURE HALLS BLOCK.**

### **PRESENT**

- 1) Mr. Washington Wambas - Head of Admin. & Human Resource Dept. - Chairman
- 2) Ms. Linda Ating'a - Senior Food Technologist - Member
- 3) Mr. David Kibor - Senior Admin Assistant - Member
- 4) Mr. Benson Mutonga - Rep.: Head of Procurement Dept. - Secretary

**TABLE 01: COMPANY REPRESENTATIVES PRESENT**

S/N	COMPANY NAME	COMPANY REPRESENTATIVE	PHONE NUMBER
1	Hounslow Security Limited	Patrick Jabuya	0728 701 060
2	Jeff Hamilton Security	Ochieng Oloo	0738 333 667
3	Vikers Security Firm	Fanuel Oriya	0717 359 172
4	Lavingtone Security	Emmanuel Sirari	0798 029 941
5	Kleen Home Security	Fredrick Odhiambo	0737 567 042
6	Sumich Solutions Security Services Limited	George Onditi	0723 679 633
7	Blue Shield Limited	Mike Ochieng	0112 219 340
8	Cotec Security Group Limited	Aggrey Musa	0711 823 358
9	Best Africa Security Experts Limited	Ken Ogolla	0722 419 816
10	Vigilmax Security	Daniel O. Nyamita	0727 535 544

## 1.0 PRELIMINARIES

The Site Visit Committee and Company Representatives assembled at the University Boardroom. The Chairman called the meeting to order at 11:00 am. He welcomed all present to the meeting. Thereafter the Chairman requested everyone present to introduce themselves.

## 2.0 AGENDA

- Opening Prayer
- Apologies
- Confirmation of Quorum
- Introduction.
- Declaration of Conflict of Interest
- Adoption of The Agenda
- Communication from The Chairman
- Pre-Tender Site Visit exercise for Provision of Security Services at Tom Mboya University.
- Any Other Business
- Adjournment

The agenda was adopted as presented. Ms. Linda Ating'a proposed the agenda and it was seconded by Mr. David Kibor.

## 3.0 CONFIRMATION OF QUORUM

The quorum for the meeting was well constituted. (Pre-Tender Attendance Register and Conflict of Interest Attached *Appendix I*)

## 4.0 COMMUNICATION FROM THE CHAIRMAN

The Chairman welcomed all present to the meeting once again. He reiterated that the purpose of the meeting was to conduct a pre-tender site visit exercise for **TENDER NO. TMU/OT/01/2025/2029: PROVISION OF SECURITY SERVICES AT TOM MBOYA UNIVERSITY**. He thanked all present for making time to attend and participate in this important exercise. The Chairman highlighted that the site visit would begin with the Main Campus then proceed to Prudence hostels and conclude with a visit to the University Land at Ndhiwa. Thereafter the Committee Members and the Company representatives proceeded to the Site.

## 5.0 PRE-TENDER SITE VISIT EXERCISE FOR PROVISION OF SECURITY SERVICES AT TOM MBOYA UNIVERSITY (TMU/OT/01/2025/2029)

That The purpose of the site visit was to familiarize the bidders with the Scope of works, the site conditions, constraints, and requirements before tender submission.

That the Tender document for Provision of Security Services at Tom Mboya University (TMU/OT/01/2025/2029) included a detailed list of specific detailed requirements including the services required, equipment and a proposed deployment plan which all bidders should carefully analyze as they prepare their Tender Document for submission.

The bidders present were taken around the site at Tom Mboya University which included the Main Campus, Prudence Hostels and the University Land at Ndhiwa where security services would be required. The Company representatives were encouraged to take note of all the details at the site to make sure that they are well acquainted with the site present condition. They were given an opportunity to freely observe the site conditions and there after the Committee Members and the Company Representative proceeded to the University Boardroom to conclude the meeting.

The Secretariat distributed the site visit forms to the Company representatives present and they were taken through the form site visit form which shall form part of their tender submissions.

The bidders were encouraged to seek clarifications on any concern they may have regarding the site visit exercise.

**Questions from Company Representatives:**

- Are there areas within the University that are regarded as high-risk security areas?
- Which incidences have occurred at the University in the past that the bidders should be made aware of for purposes of preparation in case they recur?
- Does the Institution determine the number of guards that should be deployed at the University?

**Clarifications Provided:**

- That there are no areas regarded as high risk in the University and that security services should be well deployed across all areas at the University.
- That there have never been any major incidences reported since the University began and that Students should be a point of focus while deploying these security services.
- That All bidders should carefully analyze the tender document for provision of security services (TMU/OT/01/2025/2029) as they prepare their Tender Document for submission.

**6.0 CONCLUSION.**

The pre-tender site visit acquainted all the potential bidders present with the scope of services to be provided, constraints and logistical considerations. The visit provided the bidders with the opportunity to assess the existing site and clarify on any aspects of the Tender. All the bidders present were advised to incorporate site-specific observations into their tender submissions.

That Failure to attach the site visit form shall result in disqualification.

The Pre-Tender Site Visit Committee wished all the bidders present all the best as they prepared to submit their tender documents and That Tom Mboya University is committed to a fair, Transparent and effective procurement process.


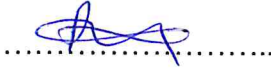

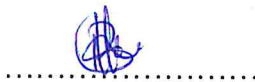
They were also encouraged to submit any queries that they may have regarding the tender to the Contact details provided in the Tender Document.

That Further clarifications will be provided to interested bidders via a formal addendum if necessary.

**7.0 ADJOURNMENT**

There being no other business, the meeting ended at 15:07 p.m. with a closing prayer from Ms. Linda Atिंग'a.

THE COMMITTEE MEMBERS APPENDED THEIR SIGNATURES AS FOLLOWS

NAME	POSITION	SIGNATURE	DATE
1. Mr. Washington Wambas	Chairman		02/JULY/2025
2. Ms. Linda Ating'a	Member		02/7/2025
3. Mr. David Kibor	Member		02/07/2025
4. Mr. Benson Mutonga	Secretary		02/07/2025





**TOM MBOYA UNIVERSITY**  
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**COMPANY REPRESENTATIVES PRE-TENDER SITE VISIT MEETING ATTENDANCE REGISTER**

**TENDER NUMBER:** TMU/OT/01/2025/2029. **DATE:** 02/07/2025

**TENDER NAME:** PROVISION OF SECURITY SERVICES AT TOM MBOYA UNIVERSITY, HOMABAY.

**VENUE:** UNIVERSITY BOARDROOM AT THE ADMINISTRATION AND LECTURE HALLS BLOCK

S/NO.	COMPANY NAME	COMPANY REPRESENTATIVE	PHONE NUMBER	E-MAIL ADDRESS	SIGNATURE
1	Hounslow security limited	Patrick Jabuya	0728701060	info@hounslowsecurity.co.ke	
2	Tech Hamilton Security	Odunga Oloo	0728233667	odunga0003@gmail.com	
3	Nikers Security Firm	Fanuel Oriya	071735 9172	fanuelkobum431@gmail.com	
4	LIVINGSTONE SECURITY.	EMMANUEL SPAN	0798029941	Siruvemmanuel@gmail.com	
5	Kloon Home Security	Induck Odhiambo	0737567042	omondind999@gmail.com	
6	SHIMICA SOLUTIONS LTD SECURITY SERVICES LTD	GEORGE BOON	0723679633	suprihtsolutions@gmail.com	
7	BLUE SHIELD LTD	MIKE OCHIENG'	0112219340	Mohiambo384@gmail.com	
8	COFEE SECURITY GROUP WILL	ANNECY MUSA	info@cofreesecuritygroup.co.ke 0711893358	info@cofreesecuritygroup.co.ke	
9	BOSS AFRICA EXPERTS SECURITY SERVICES LTD	KEN OGOLLA	0722-419516 Dga	bestaticugrunds14@gmail.com	





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