

**MINUTES OF THE PRE-BID MEETING FOR TENDER NO. PJS/018/2020-2021 FOR SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF OFFICE FURNITURE FOR THE MULTI STOREY OFFICE BLOCK, HELD ON 27<sup>TH</sup> APRIL, 2021 AT 11.00 A.M. HELD AT THE GROUND FLOOR, ATM LOBBY, PROTECTION HOUSE.**

**MEMBERS PRESENT**

- |   |             |
|---|-------------|
| 1. Eng. Pius M. Kioko, Chief Engineer, PSC,                   | Chairperson |
| 2. Charles Kyali Mutinda, Q.S, Quantech Consultancy Ltd.,     | Member      |
| 3. Arch. Andrew Nyongesa, Mutiso Menezes International (MMI), | Member      |
| 4. Mr. Dominic Malonza, CMO, PSC,                             | Member      |
| 5. Mr. Arnold Angaya, Legal Counsel, PSC,                     | Member      |
| 6. Mr. Keith Kisinguh, Chief Procurement Officer, PSC,        | Member      |
| 7. Mr. Martin Mukabi, Procurement Officer,                    | Secretary   |

**IN ATTENDANCE**

1. Mr. Joel Opanga, Procurement Officer

**ABSENT WITH APOLOGY**

1. Ms. Ann Gachoka, Finance Officer
2. Ms. Emily Owuor, Travel Officer

**TENDERERS AND THEIR REPRESENTATIVES PRESENT**

No.	Name of Rep.	Name of Firm	Email Address	Tel. No.
1.	Jasan Gichuru	M/s Flex Office Furniture	<a href="mailto:ingichuru@gmail.com">ingichuru@gmail.com</a>	0720259816
2.	Moses Kenyan	M/s Ideal Office Ltd.	<a href="mailto:info@idealoffice.co.ke">info@idealoffice.co.ke</a>	0722278798
3.	Nicholas Muangi	M/s Legend Trading Co. Ltd.	<a href="mailto:legendco.trading@gmail.com">legendco.trading@gmail.com</a>	0721596244
4.	Sylvia Adhiambo	M/s Newline Limited	<a href="mailto:sylvia@newline.co.ke">sylvia@newline.co.ke</a>	0739524629
5.	Irene Mutua	M/s Fairdeal Furniture Ltd.	<a href="mailto:corpsales.nbi@fairdealfurniture.biz">corpsales.nbi@fairdealfurniture.biz</a>	0705445280
6.	Anthony Munene	M/s Viable Deco Solutions Ltd.	<a href="mailto:info@viabledeco.com">info@viabledeco.com</a>	0727297543
7.	Ronald Mukiira	M/s Sai Office Supplies Ltd.	<a href="mailto:info@saioffice.co.ke">info@saioffice.co.ke</a>	0725210881
8.	Mariera Onsaga	M/s Enostel International	<a href="mailto:enostelinternational@gmail.com">enostelinternational@gmail.com</a>	0712123981
9.	James Karanja	M/s Mt. Kenya Furnitures	<a href="mailto:info@mtkenyafurnitures.co.ke">info@mtkenyafurnitures.co.ke</a>	0723295349
10.	Ignatius Wafula	M/s Victoria	<a href="mailto:shanivagloballymedia@gmail.com">shanivagloballymedia@gmail.com</a>	0725588365
11.	Michael Mwaura	M/s Infotrac Investments Ltd.	<a href="mailto:infotracinv@gmail.com">infotracinv@gmail.com</a>	0721328157
12.	Harrison Atandi	M/s Tile & Carpet	<a href="mailto:harrisona@tilecentre.com">harrisona@tilecentre.com</a>	0723311107
13.	KenPaul Mahoro	M/s Sidian.	<a href="mailto:kalwenje@sidianbank.co.ke">kalwenje@sidianbank.co.ke</a>	0724914225
14.	Chang Shumin	M/s China Gansu Int'l Corp	<a href="mailto:cgicopkenya@gmail.com">cgicopkenya@gmail.com</a>	0790458655
15.	James Maina	M/s Quest Civil Engineers	<a href="mailto:forestonewhite@gmail.com">forestonewhite@gmail.com</a>	0723395303



No.	Name of Rep.	Name of Firm	Email Address	Tel. No.
		Ltd.		
16.	Fredrick Nzioka	M/s Stepal Builders Co. Ltd.	<a href="mailto:stepalmuti@yahoo.com">stepalmuti@yahoo.com</a>	0714720084
17.	Simon Oguri	M/s Swissgrade Consult	<a href="mailto:ogurisimon@gmail.com">ogurisimon@gmail.com</a> <a href="mailto:swissgradefurniturelimited@yahoo.com">swissgradefurniturelimited@yahoo.com</a>	0711685971
18.	Maurice Owino	M/s Ashut Engineering Ltd.	<a href="mailto:Maurice@ashut.com">Maurice@ashut.com</a>	0782408123
19.	Leonard Otieno	M/s Monevar Enterprises Ltd.	<a href="mailto:moneventerprise@gmail.com">moneventerprise@gmail.com</a>	0722980043
20.	Solomon Bosire	M/s Victoria Furnitures Ltd.	<a href="mailto:vfl@victoriafurnitures.com">vfl@victoriafurnitures.com</a>	0724840003
21.	Anthony Mulanda	M/s Wika Traders Ltd.	<a href="mailto:wikatraderson@gmail.com">wikatraderson@gmail.com</a>	0720423621
22.	Mutisya Naomi	M/s Free Drop Interior Designers Ltd.	<a href="mailto:info@freedropinteriors.co.ke">info@freedropinteriors.co.ke</a>	0719804097
23.	Christine Kariuki	M/s Narella Holdings Ltd.	<a href="mailto:Narella@narellaholdings.com">Narella@narellaholdings.com</a>	0799490528
24.	Everlyn Mungai	M/s Narella Holdings Ltd.	<a href="mailto:narella@narellaholdings.com">narella@narellaholdings.com</a>	0718660803
25.	Victor Muia	M/s Utapalm Inv. Ltd.	<a href="mailto:utapalminvestment@norttallsystems.com">utapalminvestment@norttallsystems.com</a>	0725010472
26.	Josephat Nzila	M/s Winget Investments	<a href="mailto:nzilak@yahoo.com">nzilak@yahoo.com</a>	0722933998
27.	Dennis Mwangi	M/s China Furniture City	<a href="mailto:zhouwe@zonkengroup.com">zhouwe@zonkengroup.com</a>	0703322971
28.	Eunice Chepkirwo	M/s Panesar's (K) Limited	<a href="mailto:eunice@panesar.co.ke">eunice@panesar.co.ke</a>	0723758458
29.	Elizabeth Munene	M/s Zadok Furniture Systems Ltd.	<a href="mailto:zadokfurn2017@gmail.com">zadokfurn2017@gmail.com</a>	0722788455
30.	Froze Bachu	M/s Office Ideals	<a href="mailto:Office.ideals@gmail.com">Office.ideals@gmail.com</a>	0722449669
31.	Arthur Morris	M/s First Quality Supplies Ltd.	<a href="mailto:info@firstquality.co.ke">info@firstquality.co.ke</a>	0711764445
32.	Emojong Stephen	M/s Furniture Elegance Ltd.	<a href="mailto:sales@elegance.co.ke">sales@elegance.co.ke</a>	0722257190
33.	Alfonse Muema	M/s Sashiba Impex Ltd.	<a href="mailto:Impex.sashiba@gmail.com">Impex.sashiba@gmail.com</a>	0722459889
34.	Dennis Njoroge	M/s Zeta Office Products Ltd.	<a href="mailto:sales@zetaofficeproducts.co.ke">sales@zetaofficeproducts.co.ke</a>	0724538903
35.	Anne Kiarie	M/s Fast Choice Ltd.	<a href="mailto:sales@fastchoiceke.com">sales@fastchoiceke.com</a>	0722720105
36.	Agnes Okwis	M/s China Jiangxi Intl	<a href="mailto:knatower@cjic.cn">knatower@cjic.cn</a>	0719820228
37.	Bellah Njeri	M/s Sidian Bank	<a href="mailto:bnjeri@sidianbank.co.ke">bnjeri@sidianbank.co.ke</a>	0730210448
38.	Joseph Moenga	M/s Swiss	<a href="mailto:Joseph.monga@gmail.com">Joseph.monga@gmail.com</a>	0722714155
39.	Roselyne Mbingi	M/s Bevaj Furniture Ltd.	<a href="mailto:info@bevaj.com">info@bevaj.com</a>	0722518348
40.	Lavinia Muswa	M/s Chani Ceramics and Furniture Company	<a href="mailto:1047956329@qq.com">1047956329@qq.com</a>	0712961276
41.	Clifton Ruto	M/s Victoria Furniture Ltd.	<a href="mailto:Clifton@victoriaoffice.co.ke">Clifton@victoriaoffice.co.ke</a>	0723718151
42.	Samuel Musembi	M/s China Ceramics & Furniture City (K) Ltd.	<a href="mailto:1048956329@gg.com">1048956329@gg.com</a>	0720594132
43.	Carolyn Mayunzu	NC Seven Ltd.	<a href="mailto:sales@ncseven.co.ke">sales@ncseven.co.ke</a>	0720033307

#### **MIN. NO. PJS-018/PRE-BID/01/2021: PRELIMINARIES**

The chairperson called the meeting to order at 11.15am. The chairperson welcomed the committee members and the prospective bidders and their representatives to the meeting and allowed those present to introduce themselves.

#### **MIN. NO. PJS-018/PRE-BID/02/2021: BACKGROUND INFORMATION**

The chairperson explained to those present that the venue for the meeting had been changed from the 11<sup>th</sup> Floor Boardroom of Protection House to the ground floor of Protection House because of the Covid19 outbreak and the government's directive on social distancing.

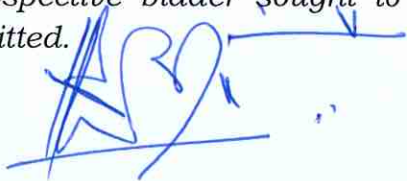
Those present were informed that the pre-bid meeting was organized to allow the prospective bidders to seek clarifications on the areas in the tender document that were not clear. It also allowed prospective bidders to give their views with regard to the document.

The Chief Procurement Officer informed the prospective bidders and their representatives that the tender document had been prepared in line with the Public Procurement and Asset Disposal Act, 2015 and its attendant Regulations. He also informed the prospective bidders that the Commission was already in receipt of some questions and request for clarifications from prospective bidders and that answers and clarifications would be provided and sent to all prospective bidders through the emails indicated in the attendance register and the same uploaded on the Commission website.

#### **MIN. NO. PJS-018/PRE-BID/03/2021: CLARIFICATIONS SOUGHT BY THE PROSPECTIVE BIDDERS**

**Clarification 1:** *Prospective bidders raised the following issues with regard to samples that were to be submitted as set out in the tender documents:*

- a) *A prospective bidder requested that samples be submitted by the lowest evaluated bidder.*
- b) *A prospective bidder suggested that the samples be submitted by the technically responsive bidders.*
- c) *A prospective bidder requested more time to enable them produce/ manufacture or import the samples.*
- d) *A prospective bidder lamented that it would be too expensive to provide all the samples requested for in the tender document.*
- e) *A prospective bidder sought to know at what stage the samples were to be submitted.*





**Answer:** Prospective bidders were informed that the Pre-bid Committee would consider the request on the requirement on submission of samples and clarify to the prospective bidders accordingly through email and on the Commission website.

**Clarification 2:** *A prospective bidder was concerned that in the Special Conditions of Contract, Clause 3.12, it was stated that payment would be made by the Client, within sixty (60) days after submission of an invoice and a statement or claim by the bidder and that there shall be no payment of interest on delayed payments. His concern was that the condition was stringent to the bidders while it protected the client.*

**Answer:** The prospective bidders were informed that the Commission would endeavor to settle all payments within the shortest time possible.

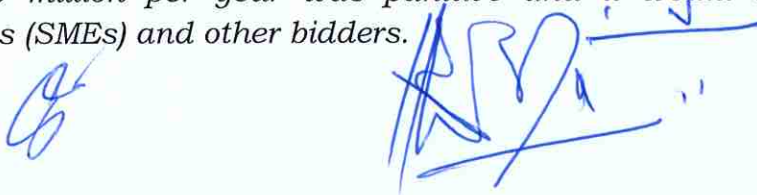
**Clarification 3:** *A prospective bidder raised concern that the document in some sections stated that award would be done in Lots while in some sections award was to the lowest evaluated bidder. The bidder requested that the tender be broken into lots to enable participation by other bidders. A bidder referred to note 2 on the Delivery Schedule on page 40 which indicated that furniture would be delivered in Lots.*

**Answer:** The prospective bidders were informed that the tender as it was at the time of the meeting was to be awarded to the lowest evaluated bidder. The discrepancy in the tender document would be rectified and a corrected tender document uploaded on the Commission website. The Lots in note 2 on page 40 referred to delivery of the items. Bidders were advised to price for all items. The issue of Lots would be discussed and communicated to the prospective bidders.

**Clarification 4:** *A prospective bidder requested for a clarification on the form of Tender Security to submit pursuant to Clause 2.14.4 of the Instructions to Tenderers, whether, in the form of a bank guarantee or a bank draft issued by a reputable bank located in Kenya or abroad, or a guarantee issued by a reputable insurance company.*

**Answer:** The prospective bidders were informed that the form of tender security had been clarified in the Appendix to Instructions to Tenderers, that, Tender Security shall be Kshs. 8,000,000.00 in the form of a bank guarantee from a reputable bank recognized by the Central Bank of Kenya.

**Clarification 5:** *A prospective bidder lamented that the requirement that bidders submit audited accounts for the last three (3) financial years with a turnover of at least Kshs. 500 million per year was punitive and it would lock out Small and Micro Enterprises (SMEs) and other bidders.*

Two handwritten signatures in blue ink are visible below the text of Clarification 5. The signature on the left is a stylized 'G' or 'B'. The signature on the right is more complex, with a large 'A' or 'B' shape and a horizontal line extending to the right.

**Answer:** Prospective bidders were informed that the Pre-bid Committee would consider the request and advise the prospective bidders accordingly through email and on the Commission website.

**Clarification 6:** *A prospective bidder requested for extension of the tender closing and opening date.*

**Answer:** The prospective bidders were informed that the committee would consider the request and if granted, communicate the same through an addendum and through email to all prospective bidders.

**Clarification 7:** *A prospective bidder was concerned that there was a discrepancy in quantities in the bills of quantity and the furniture schedule.*

**Answer:** The prospective bidders were informed that this would be looked in to and if the discrepancy existed, a corrected version of the document would be provided.

**Clarification 8:** *A prospective bidder was concerned that the dimensions provided for item T11, Conference table/ Executive Conference table were misleading.*



**Answer:** The prospective bidders were requested to use the following dimensions, L2400xW(tapering from) 1050-1300xH750mm.

Bidders were informed that the meeting was not the only way they could seek for clarifications on the tender. That they could still send their requests through the email addresses; [procurementpjs@parliament.go.ke](mailto:procurementpjs@parliament.go.ke) or [dg@parliament.go.ke](mailto:dg@parliament.go.ke) as provided in the tender document at least seven (7) days before the date the tender closes.

**MIN. NO. PJS-018/PRE-BID/04/2021: A.O.B**

There being no other business, the meeting ended at 1.30pm.

Minutes confirmed and signed:

**Chairperson:**.....  **Date:** 29<sup>th</sup> April 2021  
**Secretary:**.....  **Date:** 29/04/2021

