

**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 28<sup>TH</sup> APRIL, 2021 AT 10.00 A.M. AT THE CPO'S OFFICE, 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. Keith Kisinguh, Chief Procurement Officer, PSC,        | Member      |
| 5. Mr. Martin Mukabi, Procurement Officer,                    | Secretary   |

**ABSENT WITH APOLOGY**

1. Ms. Ann Gachoka, Finance Officer
2. Mr. Arnold Angaya, Legal Counsel, PSC
3. Mr. Dominic Malonza, CMO, PSC
4. Ms. Emily Owuor, Travel Officer

**MIN. NO. PJS-018/PRE-BID/05/2021: PRELIMINARIES**

The chairperson called the meeting to order at 10.00am. The chairperson welcomed the committee members.

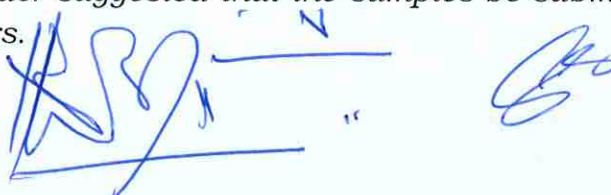
**MIN. NO. PJS-018/PRE-BID/06/2021: BACKGROUND INFORMATION**

The chairperson explained to those present that the meeting was a follow-up meeting to the one held on 27<sup>th</sup> April, 2021 to discuss the questions and clarifications raised by prospective bidders.

**MIN. NO. PJS-018/PRE-BID/07/2021: CLARIFICATIONS ON ISSUES RAISED BY 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:** Samples shall be submitted by the most responsive/lowest evaluated bidder. The samples will be inspected by the Evaluation Committee during the Due Diligence stage once communicated to.

**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.*

**Answer:** Prospective bidders are advised that the tender is not divided in Lots neither shall the award be in Lots. The lowest evaluated bidder will be awarded.

**Clarification 4:** *A prospective bidder requested for extension of the tender closing and opening date.*

**Answer:** Prospective bidders are advised that the tender closing and opening date would remain as advertised.

**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.*

**Answer:** The prospective bidders were informed that this is at the discretion of the Accounting Officer and is in line with the Public Procurement and Asset Disposal Act, 2015 and its attendant Regulations, 2020

#### **MIN. NO. PJS-018/PRE-BID/08/2021: REVIEW OF THE TENDER DOCUMENTS**



The Committee reviewed and corrected the tender documents and agreed that an addendum should be placed in the daily newspapers to communicate to the prospective bidders.



**MIN. NO. PJS-018/PRE-BID/09/2021: A.O.B**

There being no other business, the meeting ended at 2.30pm.

Minutes confirmed and signed:

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

