

MINUTES OF THE (PRE-BID) FOR SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF OFFICE FURNITURE FOR MULTI-STOREY OFFICE BLOCK HELD ON 1ST SEPTEMBER, 2021 AT PROTECTION HOUSE GROUND FLOOR AT 1100AM.

MEMBERS PRESENT

1. Mr. Sheriffsam Mwendwa, Deputy Director, Litigation	Chairperson
2. Mr. Charles Kyali Mutinda, Q.S. Quantech Const. Ltd	Member
3. Arch. Andrew Nyongesa, Mutiso Menezes Int. (MM)	Member
4. Mr. Dominic Malonza, Maintenance Officer	Member
5. Arch. Caroline Chege, Superintendent Buildings	Member
6. QS. Morris Mwitii, Inspector Buildings	Member
7. Mr. Wario Tache, Procurement Officer	Secretary
8. Ms. Ruth Wairimu, Procurement Officer	Secretariat

MIN. NO. PJS/PROC/PRE-BID/01/2021-2022/001B: PRELIMINARIES

The chairperson called the meeting to order at 11:00am. The chairperson welcomed the prospective bidders and committee members.

MIN. NO. PJS/PROC/PRE-BID/02/2021-2022/001B: BACKGROUND INFORMATION

The chairperson gave the brief of the meeting i.e. seeking clarifications and giving responses of the advertised furniture tender for Multi-storey building Tender No.PJS/001/2021-2022.

MIN. NO. PJS/PROC/PRE-BID/03/2021-2022/001B: CLARIFICATIONS ON ISSUES RAISED BY PROSPECTIVE BIDDERS

PROSPECTIVE BIDDER	QUESTIONS	ANSWERS
PB1	Clarification on Pg. 39 (2.2 - 2.2.3) on Evidence of similar experience, whether the experience required is of one order or combined amounting to Kshs. 100,000,000.	The prospective was advised that the similar experience were not combined and needed an LPO/ LSO each amounting to Kshs. 100,000,000.
PB2	Clarification on if ISO 21015:2007 is up to date.	The prospective bidder was advised that the ISO requirement is up to date.
PB3	Clarification on (ITT4.4) on if the furniture shall be imported, manufactured or assembled locally.	The prospective bidder was asked to refer to the Public Procurement and Asset Disposal Act, 2015 Sec. 155(3) and Regulations, 2020 Sec 152(b).
PB4	Clarification on if experience required must be of similar nature on Pg 39 (2) under technical evaluation.	The prospective bidder was informed that the experience required must be of similar nature.
PB5	Clarification on vertical blinds specification item B-9 as to why the descriptions were conflicting.	The prospective bidders were informed that an addendum to

		that effect will be issued.
PB6	Clarification on if one can opt to give credit line instead of cash in hand Pg 40 (7) under technical evaluation criteria.	The prospective bidders were advised to provide both cash in hand and credit line as stipulated in the tender document.
PB7	Clarification on why the drawing (CB1) is different from description.	The prospective bidder was advised that the description overrides the portrait, and to modify the description, an addendum to that effect will be issued.
PB8	Clarification on what life cycle cost entails.	The prospective bidder was informed that these are the products that attract low maintenance cost, available spare parts and are available in the market for the next five years.
PB9	Clarification on if the bidder shall submit LPO/LSOs amounting to Kshs. 100,000,000 from 5 different clients.	The prospective bidder was informed that they are required to submit LPO/LSOs amounting to Kshs. 100,000,000 from each corporate client.

Committee Recommendation

The committee recommended placement of an advert for addenda of the contentious issues.

The committee recommended publishing of the pre-bid committee minutes on the commissions' website.


There being no any other business, the chairperson called the meeting to adjourn at 12:00pm.

Signed and confirmed by:

Mr. Sheriffsam Mwendwa, Deputy Director, Litigation

Chairperson.....


Mr. Charles Kyali Mutinda, Q.S. Quantech Const. Ltd

Member.....


Arch. Andrew Nyongesa, Mutiso Menezes Int. (MM)

Member.....

Mr. Dominic Malonza, Maintenance Officer

Member.....

Arch. Caroline Chege, Superintendent Buildings

Member.....

QS. Morris Mwiti, Inspector Buildings

Member.....

Mr. Wario Tache, Procurement Officer

Secretary.....

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