

MINUTES OF THE PRE-APPLICATION MEETING FOR TENDER NO. PJS/PREQ/001/2021-2022 FOR REGISTRATION/PREQUALIFICATION OF PROFESSIONALS FOR PROVISION OF TRAINING CONSULTANCY, RESEARCH AND ADVISORY SERVICES FOR THE CENTRE FOR PARLIAMENTARY STUDIES AND TRAINING (CPST) FOR FINANCIAL YEARS 2021/2022-2022/2023 HELD IN THE 11TH FLOOR BOARDROOM, PROTECTION HOUSE ON 14TH OCTOBER, 2021 AT 11.00 AM.

MEMBERS PRESENT

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| 1. Dr. George Wakah, Dir. Admin. & Corporate Affairs, CPST, | Chairperson |
| 2. Dr. Martin Mbewa, Ag. Chief Research Officer, CPST, | Member |
| 3. Mr. Charles Korir, Senior Admin. Officer, ODG, | Member |
| 4. Ms. Ann Gachoka, Finance Officer, | Member |
| 5. Mr. Martin Mukabi, Procurement Officer, | Secretary |
| 6. Ms. Judy Muthoni, Procurement Officer, | Secretariat |

ABSENT WITH APOLOGY

1. Mr. Gerald Odero, Human Resource Officer

PROSPECTIVE APPLICANTS AND THEIR REPRESENTATIVES PRESENT

No.	Name of Rep./Firm	Email Address	Tel. No.
1.	Mr. Geoffrey Otieno	otienogoff2016@gmail.com	0712636231
2.	Mr. Kiprono Hezron	info@mercantilconsultancy.co.ke	0722497602
3.	M/s Zetech University	liaison@zetech.ac.ke	0729598201
4.	Mr. Anthony Muthee Njiru (CPA)	toniemnjiru@gmail.com	0722241005
5.	M/s University of Nairobi Enterprises Ltd.	unesconsultancy@unonbi.ac.ke	0726311556
6.	M/s Peace Alive Company Ltd.	peacealiveltd@gmail.com	0729761858
7.	M/s Minariz Investment Ltd.	minarizinvestments@gmail.com	0722561511
8.	Mr. Sloan Onderi Omwenga	sloan.omwenga@gmail.com	0776963974
9.	Mr. Mark Tum Richard	marktum2005@gmail.com	0728656251
10.	M/s Corporate Leadership Solutions Centre (CLSC)	info@corporateleadership.co.ke	0722513644
11.	M/s Capital Strategies Kenya Ltd.	info@capitalstrategies.co.ke	0728691712
12.	M/s MDI Consultancy	info@mdiconsultancy.co.ke	0721476088
13.	Mr. Noordean Khagai (Gedi & Co. Advocates)	advocacylexicon@gmail.com	0710781074
14.	Dr. Mercy Gacheri Munjuri	mercymunjuri@gmail.com	0722641535
15.	Mr. Pius Ng'ang'a Kamau	piuskn@yahoo.com	0726336300
16.	Mr. John Alembi	johnalembi@gmail.com	0729761858

15/10/21

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15/10/2021

MIN. NO. PJS/PREQ/001/PRE-APPL./01/2021: PRELIMINARIES

The chairperson called the meeting to order at 11.15am followed by a word of prayer from a committee member. The chairperson then welcomed the committee members, the prospective applicants, and their representatives to the meeting and allowed those present to introduce themselves.

MIN. NO. PJS/PREQ/001/PRE-APPL./02/2021: BACKGROUND INFORMATION

The chairperson gave the prospective applicants present a brief history of Parliament and the establishment of the Centre for Parliamentary Studies and Training.

He then informed those present that the pre-application meeting was organized to allow the prospective applicants to interact with the procuring entity and seek clarifications on the areas in the application/prequalification document that were not clear. The prospective applicants were further informed that the prequalification was for individual consultants.

Prospective applicants were informed that the pre-application meeting was not mandatory and that the exercise aimed at getting both local and international consultants for future engagements. Because this, the prospective applicants were further informed that the minutes of the meeting and any other clarifications sought through the email would be uploaded on the Commission website.

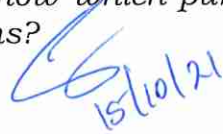
MIN. NO. PJS/PREQ/001/PRE-APPL./03/2021: CLARIFICATIONS SOUGHT BY THE PROSPECTIVE APPLICANTS

Clarification 1: *A prospective applicant enquired on the specific forms in the Application Document that should be filled out by individual consultants applying.*

Answer: Prospective applicants were informed that this was a standard prequalification document used for prequalifying applicants in different sectors. The prospective applicants are to fill all the forms relevant to their application. For clarity, the following forms should be filled by the applicants:

- a) Application Submission Letter
- b) Form ELI -1.1 - Applicant Information Form
- c) Form CON 2 - Historical Contract Non-Performance, and Pending Litigation and Litigation History

Clarification 2: *A prospective applicant requested to know which publications would be considered, whether academic or any other publications?*

Handwritten signature and date: 15/10/21

Answer: The prospective applicants were informed that the Commission would prefer publications that have been refereed only.

Clarification 3: *A prospective applicant requested to know if they could apply for more than one category specified in the application document.*

Answer: The prospective applicants were informed that this was allowed as long as a separate application is submitted for every category applied for. They were also informed that they should state the category they applied for in the Application Submission letter.

The prospective applicants were further reminded that the Commission would carry out due diligence to verify the authenticity of the documents and testimonials submitted. They were also informed that the Centre for Parliamentary Studies trained various groups ranging from Members of Parliament, Members of the County Assemblies, Members of Regional Assemblies, staff of Parliament among others.

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

MIN. NO. PJS/PREQ/001/PRE-APPL./04/2021: A.O.B

There being no other business, the meeting ended at 12.30pm.

Minutes confirmed and signed:

1. Dr. George Wakah

.....  15/10/2021
Chairperson Date

2. Mr. Martin Mukabi

.....  15/10/2021
Secretary Date

