

MINUTES FOR THE PRE-BID COMMITTEE; FOR SUPPLY, DELIVERY, INSTALLATION, TRAINING, COMMISSIONING AND MAINTENANCE OF HEAVY-DUTY AUTOMATIC BOOK SCANNER, SERVER AND UPS FOR KENYA PARLIAMENT - PJS/011/2021-2022 HELD ON 24TH NOVEMBER, 2021 AT PROTECTION HOUSE GROUND FLOOR AT 1100AM.

MEMBERS PRESENT

1. Mr. Harrison Owino, Chief ICT Officer	Chairman
2. Ms. Irine Kiruri, Librarian I	Member
3. Mr. Samuel Lonyang, Finance Officer	Member
4. Mr. Shadrack Musyoki, Librarian Officer	Member
5. Mr. Stanley Gichia, Procurement Officer	Secretary
6. Ms. Mary Mutai, Procurement Officer	Secretariat

FIRMS/BIDDERS REPRESENTED


1. M/s StreamLAN Solution EA Ltd
2. M/s Next Technologies Ltd
3. M/s MFI Document Solution Limited
4. M/s Conel Technologies Limited
5. M/s Zolt Solutions Ltd
6. M/s Iconic Infar Ltd
7. M/s Infasme (K) Ltd

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

The chairperson called the meeting to order at 11:15am and welcomed the prospective bidders and committee members present to introduce themselves.

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

The chairperson briefly spelled out the agenda of the meeting i.e. seeking clarifications and giving responses of the advertised tenders for Supply, Delivery, Installation, Training, Commissioning and Maintenance of Heavy-Duty Automatic Book Scanner, Server and UPS for Kenya Parliament.



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

PROSPECTIVE BIDDER	QUESTIONS	RESPONSES
PB1	Clarification on Page 66; technical specification for the Heavy-Duty Scanner if the requirement can be higher than the provided specification on the Tender Document	The prospective bidders were informed that the specifications provided are minimum requirement..
PB2	Clarification if it's possible to bid for one component. i.e. The Scanner, the UPS and the Server separately	The prospective bidders were informed that for purposes of uniformity its advisable to bid for all components
PB3	Clarification on price schedule; the maintenance to be done and the maintenance period	The prospective bidders were informed that the maintenance cost is covered within warranty period.

The prospective bidders were reminded to thoroughly go through the tender documents before submitting and all clarifications and pre-bid minutes will be posted to the Commission Website for all the prospective bidders, and if there is any clarification being sought, then it should be directed to the official email provided on the tender document at dg@parliament.go.ke before the deadline as indicated on the tender document.

Min. NO.PJS/PRE- BID/ 04/2021- Signing of the Attendance Register

All bidders were requested to sign the attendance register as evidence of having attended the Pre- Bid meeting. The contacts will be used for communication.

MIN. NO. PJS/PRE-BID/05/2021-2022: AOB

There being no other business, the meeting was adjourned at 11:45 am.

(Handwritten signatures and initials)
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Name

1. Mr. Harrison Owino
Chief ICT Officer

2. Ms. Irine Kiruri,
Librarian I

3. Mr. Samuel Lonyang
Librarian Officer

4. Mr. Shadrack Musyoki
Librarian Officer

5. Mr. Stanley Gichia
Procurement Officer

6. Ms. Mary Mutai
Procurement Officer

Signature













Date

24/11/2021

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24th Nov 2021

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