

PARLIAMENT OF KENYA



PARLIAMENTARY SERVICE COMMISSION

**MINUTES FOR THE PRE-BID COMMITTEE; SERVICE AND MAINTENANCE OF KITCHEN EQUIPMENT – PJS/013/2021-2022 HELD AT PROTECTION HOUSE, GROUND FLOOR ATM LOBBY, ON 7<sup>TH</sup> DECEMBER, 2021 AT 1100AM.**

**MEMBERS PRESENT**

- |  |             |
|--|-------------|
| 1. Mr. Gerald Odero, HRM Officer I             | Chairman    |
| 2. Mr. Robert Masongo, Dep Catering Manager    | Member      |
| 3. Mr. Dominic Malonza, Maintenance Officer    | Member      |
| 4. Ms. Truphena Cherotich, Procurement Officer | Secretary   |
| 5. Mr. Hillary Kigen, Procurement Officer      | Secretariat |

**ABSENT WITH APOLOGY**

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|--------------------------------------|--------|
| 1. Mr. Mohamed Mwinyi, Legal Counsel | Member |
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**PROSPECTIVE TENDERERS AND THEIR REPRESENTATIVES PRESENT**

No.	Representative	Company Name
1.	Sydney Kioko	M/s Eden Bridge Capital
2.	Dewis Mwangi	M/s Geoelectromech
3.	Stanley Njoroge	M/s Koolkare Refrigeration & Air Conditioning Ltd
4.	Erick Owuor	Erick Owuor
5.	John K. Mwangi	M/s Angaza Africa Ltd
6.	Paul Tubei	M/s Rosskimp Consolidated Co. Ltd

**AGENDA**

1. Preliminaries
2. Background Information
3. Clarifications on Issues Raised by Prospective Bidders
4. Site Visit
5. A.O.B

**MIN. NO. 01/PJS/013/2021-2022: PRELIMINARIES**

The chairperson called the meeting to order at 11:05am with a word of prayer and then welcomed the prospective bidders and committee members present.

**MIN. NO. 02/PJS/013/2021-2022: BACKGROUND INFORMATION**

The chairperson briefly spelled out the agenda of the meeting i.e. seeking clarifications and giving responses of the advertised tender for:

1. SERVICE AND MAINTENANCE OF KITCHEN EQUIPMENT – PJS/013/2021-2022

**MIN. NO. 03/PJS/013/2021-2022: CLARIFICATIONS ON ISSUES RAISED BY PROSPECTIVE BIDDERS**

<b>PROSPECTIVE BIDDER</b>	<b>QUESTIONS</b>	<b>ANSWERS</b>
<b>PB1</b>	A prospective bidder requested to know whether its mandatory to avail all the Financial audited statements for the three years.	The prospective bidders were informed that the Financial audited statements required were for the last 3 years 2018,2019 and 2020 and were Mandatory requirement and must be Certified by the commissioner of oaths or an advocate as indicated in the tender document.
<b>PB2</b>	A prospective bidder sought to know if the Financial audited statements should be certified by an auditor or the commissioner of oaths.	The prospective bidders were informed that Financial audited statement Must be certified only by the commissioner of oaths or an Advocate as indicated in the tender document.

**NB: The prospective bidders were informed that they can attach a separate sheet to the list of schedule unit rates for the required works as indicated in the tender document under the bill of quantities and price schedules.**

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 to be sought, then it should be directed to the official email provided on the tender document at [dg@parliament.go.ke](mailto:dg@parliament.go.ke) before the deadline as indicated on the tender document.

**MIN. NO. 04/PJS/013/2021-2022: SITE VISIT**

The chairperson informed the committee and prospective bidders that they could not proceed to the site visit because the sites of proposed works were under use at that particular time.

The prospective bidders were therefore requested to attend the site visit scheduled to be on **Friday 10<sup>th</sup> December, 2021 at 9.00am**

**MIN. NO. 05/PJS/013/2021-2022: AOB**

The chair thanked everyone present for attending the meeting. There being no other business, the meeting was adjourned at 11:45 am

**Signed and confirmed by:**

<b>Name</b>	<b>Signature</b>	<b>Date</b>
1. Mr. Gerald Odera, HRM Officer I		8/12/2021
2. Mr. Robert Masongo, Dep. Catering Manager		8.12.2021
3. Mr. Dominic Malonza, Maintenance Officer		8/12/2021
4. Ms. Truphena Cherotich, Procurement Officer		8/12/2021
5. Mr. Hillary Kigen, Procurement Officer		8/12/2021

