

**MINUTES OF THE PRE-BID MEETING FOR TENDER NO. PJS/014/2021-2022 FOR SERVICE AND MAINTENANCE OF NETWORK INFRASTRUCTURE, 6<sup>TH</sup> DECEMBER, 2021 AT 11:00 AM HELD AT PROTECTION HOUSE GROUND FLOOR NEXT TO CO-OPERATIVE BANK ATM LOBBY**

**MEMBERS PRESENT**

Eng. John Nguru, Principal Engineer	Chair
Ms. Elizabeth Wayua, ICT Officer	Member
Mr. Amos Kimanthi, ICT Assistant III	Member
Mr. Daniel Odemba, Procurement Officer	Secretary
Ms. Mercy Kinanu, Store Officer	Secretariat

**ABSENT WITH APOLOGY**

Mr. Maxwell Chomba, Maintenance Officer	Member
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**IN ATTENDANCE**



1. Ms. Truphena Cherotich, Procurement Officer
2. Ms. Mary Mutai, Procurement Officer
3. Mr. Abdihakim Issack, Procurement Officer
4. Mr. Reagan Wanjala, Procurement Officer
5. Mr. Agunda Jonathan, Procurement Officer

**TENDERERS AND THEIR REPRESENTATIVES PRESENT**

No.	NAME	FIRM	EMAIL ADDRESS	CONTACTS
1.	Mercy Amani	M/s Soliton Solutions Ltd	info@soliton.co.ke	0709499000
2.	Alex Odero	M/s A-Z Technologies Ltd	info@azkenya.co.ke	0722415972
3.	Allan Onacha	M/s Dimension Data Ltd	allan.onacha@dimensiondata.com	0725774759
4.	Okoko Philip	M/s JO World Agencies	philip@joworld.co.ke	072079910
5.	Mishack Githagui	M/s Circuit Business Systems	mgithagui@yahoo.com	0722559251
6.	Edmond Wafula	M/s Circuit Business System	info@cbskenya.com Edmond.wafula@cbskenya.com	0723435427
7.	George Awega	M/s Next Technologies	info@next.co.ke awega@next.co.ke	0725009980
8.	Fred Kisia	M/s Computerways Ltd	info@computerways.co.ke	0727759191

  
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## AGENDA

1. Opening remarks
2. Clarifications Sought by the Prospective Tenderers
3. Signing of the Attendance Register
4. AOB

### Min. NO.PJS-014/PRE- BID/ 01/2021: Opening remarks

The chair called the meeting to order at 11:10am. The Chair welcomed all the Committee Members present and the prospective bidders and their representatives to the meeting. The meeting started with a word of prayer from one of the staff present. The Chair informed the members that everyone was to abide by Covid-19 protocols.


### Min. NO. PJS-014/PRE-BID/02/2021: Clarifications Sought by the Prospective Tenderers

PROSPECTIVE BIDDER	QUESTIONS	ANSWERS
PB1	A prospective bidder made an enquiry on page 63 on the price schedule in the tender document.	The Committee's response was that the document is a standard tender document and the bidders should only fill the most relevant part to the service and maintenance of network infrastructure.
PB2	A prospective bidder enquired on the frequency of maintenance and servicing in a year.	The prospective bidders were informed that the servicing and maintenance of network infrastructure shall be done on quarterly basis per year and on need basis.
PB3	A bidder made an enquiry on the tender validity period and the bid bond security	The Committee's response was that the tender validity period is 182 days and the bid bond validity period is 217 days according to page 29 of the standard tender document.
PB4	The prospective bidder's representative requested clarification on the extent of service and maintenance and the expected timelines.	The Committee's response was that the scope of service and maintenance shall be clarified.
PB5	The bidder's representative enquired on the provision of a joint venture.	The Committee's response was that the provision for a joint venture is not applicable in this tender.
PB6	The bidder's representative requested clarification on the prices to be quoted whether the provision of items on page 73 on the scope of work part 8 shall affect the price to be quoted on the form of tender.	Prospective bidders were advised that the cost of the spare parts to be delivered initially will be included in the form of tender. However, bidders are expected to fill a price schedule for spare parts to be procured on demand.

  
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The Committee informed the prospective bidders to ensure that the Bid Security should be original and well stamped by the bank. Bidders were also instructed to submit their bids as outlined in the Tender Document. All documents received after the date and time specified in the tender document shall be rejected. The Committee further communicated to the bidders that any clarifications and corrections on the tender document where necessary shall be posted and made available on the website.

**Min. NO.PJS-014/PRE- BID/ 03/2021- Signing of the Attendance Register**

All the prospective bidders were requested to sign the attendance register as evidence of having attended the Pre- Bid meeting. The Committee informed bidder's representatives that the necessity of the Pre- Bid meeting was as indicated in the bid document. The contacts will be used for communication. (*See the attendance register attached.*)

**Min. NO.PJS-014/PRE- BID/ 04/2021- A.O.B**

There being no other business, the meeting was adjourned at 13.00pm and bidders left at their own pleasure.

Confirmed and Signed by;

Eng. John Nguru, Principal Engineer,

Ms. Elizabeth Wayua, ICT Officer

Mr. Amos Kimanthi, ICT Assistant III

Mr. Daniel Odemba, Procurement Officer

Ms. Mercy Kinanu, Store Officer

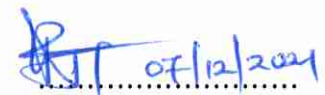
Chair

Member

Member

Secretary

Secretariat

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