

MINUTES FOR THE PRE-BID COMMITTEE; COMPREHENSIVE CLEANING SERVICES FOR THE PARLIAMENTARY SERVICE COMMISSION – PJS/023/2021-2022 HELD ON 6TH MAY, 2022 AT PROTECTION HOUSE GROUND FLOOR NEXT TO ATM LOBBY AT 11.00AM.

MEMBERS PRESENT

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| 1. Eng. Kamau Nguru, Principal Engineer | Chairman |
| 2. Ms. Leah Kamweru, Public Specialist | Member |
| 3. Mr. Hezborne A. Anzigale, Accountant III | Member |
| 4. Ms. Mary Mutai, Procurement Officer | Secretary |
| 5. Ms. Gumato Bonaya, Procurement Officer | Secretariat |

ABSENT WITH APOLOGY

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| 1. Mr. Dominic Malonza, Maintenance Officer | Member |
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AGENDA


1. Introduction
2. Preliminaries
3. A.O.B

FIRMS REPRESENTED


No.	NAME	FIRM	EMAIL ADDRESS
1.	Mr. Samson Gitu	M/s Kamtix Cleaners Company Ltd	info@kamtixgroup.com
2.	Ms. Lilian Maina	M/s Aimat Company	info@aimatcompany.com
3.	Mr. Jonathan Avasha	M/s Mason Service	info@masonservices.co.ke
4.	Mr. Charlse Mwangi	M/s Outland Express Services	outlandexpressservices@yahoo.com
5.	Mr. Patrick Obor	M/s Brooklyn Cleaning Services Ltd	info@brooklyncleaningservices.co.ke
6.	Mr. Wanyama Sebastian	M/s Limah E.A Ltd	limaheastafrica@gmail.com


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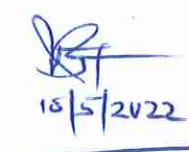
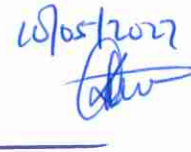


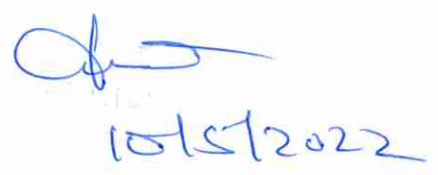
7	Mr. Denis Makokha	M/s Village Mastars Ltd	vmastarsltd@gmail.com
8	Ms. Vionnah Wambui	M/s Peesam Ltd	peesamltd@gmail.com
9	Mr. Jared Chanzu & Mr. Charlse Kithuku	M/s Kenhma Homecare	
10	Mr. Simon Gikara	M/s Roan Services	Info@roanservices.com
11	Mr. Enock Ondonyi	M/s Dechrip E.A Ltd	dechripealimited@gmail.com
12	Mr. Shilton Olemo	M/s Petals Hygiene & Sanitation Ltd	info@petalshygiene@sanitation.com
13	Mr. Bonface Mulwa	M/s The Braty Enterprise Ltd	thebratyenterprise@gmail.com
14	Mr. Kubai Shitote	M/s Bonkush General Service	bonkushgeneralservices@gmail.com
15	Mr. Bobson Nawayo	M/S Mauna East Africa	maunaeastafrica@gmail.com
16	Ms. Kongoti Belina	M/s Kleansley Hygiene Plus	Belinakongoti@gmail.com
17	Ms. Janet Akinyi	M/s Spriles Enterprise Ltd	sprilesenterprise@gmail.com
18	Ms. Millicent Achieng	M/s Crystal Consolidated	info@crystalconsolidate.co.ke
19	Mr. Koima Geoffrey	M/s Cleanmark Limited	cleanmarklimited@gmail.com
20	Mr. Benedict Mulenga	M/s Ice Clean Care Group Co. limited	info@icecleancare.com/icecleancare2014@gmail.com
21	Ms. Geradine Mutheo	M/s Lidav Enterprise Ltd	lidaventerprises@gmail.com
22	Ms. Agaga Enzeli	M/s Liga Holdings Limited	ligaholdings@gmail.com

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

The Chairperson called the meeting to order at 11:05am and welcomed the prospective bidders and Committee members present to introduce themselves.


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


The Chairperson requested the secretary to brief on the agenda of the meeting i.e. seeking clarifications and giving responses of the advertised tenders for Comprehensive Cleaning Services for The Parliamentary Service Commission.









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


PROSPECTIVE BIDDER	QUESTIONS	RESPONSES
PB1	Sort clarification on the provision of tissues by service Provider	The prospective bidders were informed that all the consumables are provided by procuring Entity as per the work schedules and specifications on the tender document.
PB2	Clarification on whether the Garbage collection was inclusive of the Cleaning Services	The prospective bidders were informed that Garbage collection was not inclusive however, the service providers were to ensure they empty all the trash cans/bins during cleaning exercise and dispose them at designated garbage collection points.
PB3	Clarification on number of staff required	The prospective bidders were informed that the number of staff to be deployed shall be clarified by issuing an addendum to the tender.
PB4	Clarification on page 41; on the foreigners tenderers 40% rule if it is applicable on the Tender document	The Prospective bidders were informed that the tender was applicable only to local service providers not to foreign tenderers and therefore not applicable.
PB5	Clarification on pages 60; Work schedules and specifications if the stain removal was part of cleaning exercise	The stain removal on carpeted areas is covered under shampooing however, stain removal is also covered in cleaning service.
PB6	Clarification on Page 76; Catering units not indicated in the specification of the Tender Document	The Prospective bidders were informed that the dimensions for catering


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		Areas were to be clarified by issuance of addendum.
PB7	Clarification on site visit	The Prospective bidders were informed that the site visit was to be done on Monday 9 th May, 2022 at 11.00 am .
PB8	Clarification on determination of salaries payable to the workers	The Prospective bidders were informed that the minimum wage bill as stipulated by the labour laws should be strictly adhered to.

The prospective bidders were reminded to extensively go through the tender document before submission. All the clarifications and the pre-bid minutes shall be posted on the Commission's Website to all the prospective bidders. Any further clarifications made, should be directed to the official email provided on the tender document dg@parliament.go.ke before the deadline as indicated on the tender document.

MIN. NO.PJS/PRE- BID/ 04/2021-2022 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.

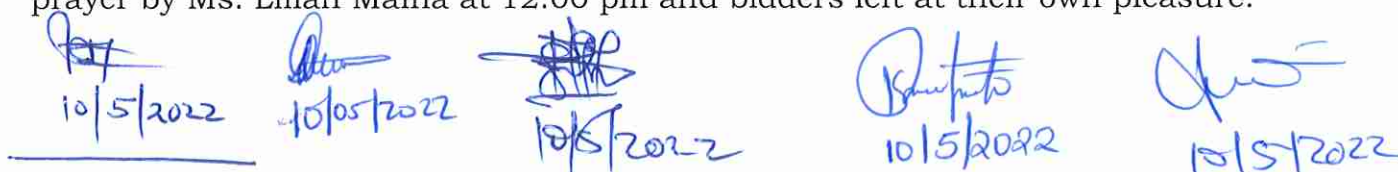
MIN.NO.PJS/PRE-BID/05/2021-2022 SITE VISIT

The Chairperson informed the committee and the prospective bidders that they could not proceed to the site visit because of time shortage and the extensive areas to be covered.

The prospective bidders were therefore requested to attend the site visit scheduled for Monday 9th May 2022 at 11.00am

MIN. NO. PJS/PRE-BID/06/2021-2022: AOB

There being no other business, the meeting was adjourned with a word of prayer by Ms. Lilian Maina at 12:00 pm and bidders left at their own pleasure.



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Approved by;

Name	Signature	Date
1. Eng. Kamau Nguru Principal Engineer	 Chairperson	10/05/2022
2. Ms. Leah Kamweru, Public specialist	 Member	10/05/2022
3. Mr. Hezborne A. Anzigale Accountant III	 Member	10/05/2022
4. Ms. Mary Mutai Procurement Officer	 Secretary	10/5/2022
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