

MINUTES OF THE PRE-BID MEETING FOR PROVISION OF REPAIR, SERVICE AND MAINTENANCE OF FIREFIGHTING EQUIPMENT FOR PARLIAMENTARY SERVICE COMMISSION HELD ON 21ST MARCH, 2023 AT 2ND FLOOR BOARDROOM PROTECTION HOUSE AS FROM 11.00 A.M.

Members Present



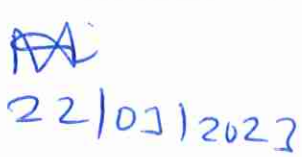
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| 1. Ms. Martha Chege, Maintenance Engineer I | Chairperson |
| 2. Mr. Nehemiah Maritim, Artisan II Electrical | Member |
| 3. Ms. Joseph Mkalla, Inspector I Mechanical | Member |
| 4. Mr. Benard Langat, Procurement Officer | Secretary |
| 5. Mr. Odemba Daniel, Procurement Officer | Secretariat |

Absent with apology

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| 1. Ms. Leah Kamweru, Public Health Officer | Member |
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FIRM'S REPRESENTATIVES PRESENT.

S/NO.	FIRM'S REPRESENTATIVE	FIRM'S NAME	E-MAIL ADDRESS
1.	Ms. Caroline Owoko	Flammatech & Ltd & Plumbing Systems Ltd	tenders@flammatechafrika.com
2.	Mr. Benjamin Etyang	Gunei Safety Ltd	guneisately@yandex.com
3.	Mr. Samuel Mosomi	Safcom Technologies Ltd	safcomtechnologies@gmail.com
4.	Mr. Martim Mwenda	Phontaim Controls (K)	info@phantomcontrols.com
5.	Mr. Sammy Limo	SKS Solutions Ltd	info@skssolutionsltd.co.ke
6.	Mr. Alex Mutinda	Jasper Agencies	Jasperagencies@gmail.com
7.	Mr. Stephen Mwendwa	Anthopi Mechanical Engineering Services Ltd	anthopimech@gmail.com
8.	Mr. Michael Kipkoskei	Unified Structures Ltd	Unifiedstructureltd@gmail.com Mikekoskei53@gmail.com
9.	Mr. Hillary Cheruiyot	Hitmax Ltd	hkcheruiyot88@gmail.com
10.	Mr. Japheth Musyoki	Flammatech Ltd	musyokijw@gmail.com
11.	Mr. Fredrick Odhiambo	Firefox Kenya Ltd	admin@firefoxkenya.co.ke

Agenda

1. Opening Remarks
2. Pre-bid
3. AOB

Min. No. PJS/017/Pre-bid/01/2023 – Opening remarks

The Chairperson called the meeting to order at 11:00am. He welcomed all the Committee members present and the firm's representatives to the meeting. The meeting started with a word of prayer from the Chairperson, Ms. Martha Chege. She then went ahead to elaborate the purpose of the meeting, with the main one being, receiving of any queries or clarifications from the prospective bidders touching on the tender exercise.

Min. No. PJS/017/Pre-bid/02/2023 – Pre-bid

The Chairperson invited the prospective bidders present to seek clarifications and ask any questions they might have arising from *Tender Document No: PJS/017/2022-2023*.

The following questions and accompanying responses arose as follows:

Prospective Bidder	Questions	Answers
PB 1	A prospective bidder enquired whether it was a mandatory requirement for all the firms in a Joint Venture to submit a payroll for their respective firms	The Committee informed the prospective bidders that it was the main firm in a Joint Venture to submit the payroll
PB 2	A prospective bidder made an enquiry on <i>Pg. 25</i> of the document whether it was mandatory for the bidding firms to be fully owned by Kenyan citizens.	The Committee informed the prospective bidder to ensure that the bidding firms are fully owned by Kenyan citizens as per the mandatory criteria.
PB 3	A prospective bidder sought clarification on <i>Pg. 26</i> on the requirement of Certified class G6 welder.	The Committee informed the prospective bidders that certified class G6 requirement is specifically for the welder.
PB 4	A prospective bidder made an enquiry on <i>Pg. 25 mandatory evaluation criteria No. 9</i> , whether it was compulsory for the personnel to have all the requirements as listed in MR9 in the tender document.	The Committee informed the prospective bidders that it was mandatory for the personnel indicated to have all the qualifications as listed in MR9 in the tender document as failure to do so will lead to automatic disqualification.

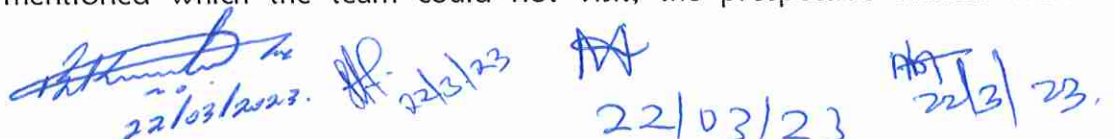
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PB 5	A prospective individual resource person made an enquiry on the <i>Mandatory evaluation criteria no. 4 on pg. 26</i> . On whether there was a specific requirement on the types of tools needed in executing the required duties as per the Tender document	The Committee informed the prospective bidders that any tool that is related to the work requirements is applicable with proof of ownership.
PB 6	A prospective bidder enquired whether it was a requirement to have a Service Level Agreement considering the fact that the contract period is for 3 years as per the Tender Document	The Committee was to seek clarification further on the issue. An appropriate response was to be availed at a later date. Upon further consultations as agreed, the prospective bidders are informed that the procuring entity will sign a contract with the lowest evaluated bidder detailing all the obligations of both parties to the contract.

The Committee informed the prospective bidders that they should ensure that their documents are serialized, paginated and provide a table of contents at the point of submission. They were informed to adhere to the timelines and deadline of submission of the documents. The prospective bidders signed an attendance register circulated amongst them and thereafter proceeded for a site-visit. The areas earmarked for site visit are as follows;

- Main parliament
- County Hall
- Continental House
- Protection House
- Red Cross
- Juvenile Court
- Imani House
- Harambee Co-operative Plaza
- Ukulima Co-operative House
- Centre for Parliamentary Studies and Training(CPST)
- Senate Speaker's Residence
- National Assembly Speaker's Residence

For the areas mentioned which the team could not visit, the prospective bidders were



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- Signature: [Handwritten signature] 22/03/2023.

- Signature: [Handwritten signature] 22/3/23

- Signature: [Handwritten signature] 22/03/23

- Signature: [Handwritten signature] 22/3/23.

informed that they can make a formal request for visit so as to be facilitated since the areas are outside the Parliament square.

Min. No. PJS/O17/Pre-bid/03/2023- AOB.

There being no any other business, the meeting was adjourned at 1.30 p.m and the bidders left at their own pleasure.

Confirmed and signed by;

1. Ms. Martha Chege, Maintenance Engineer I

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Chairperson

..... 22/03/2023

2. Mr. Nehemiah Maritim, Artisan II Electrical

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Member

..... 22/3/2023

3. Mr. Joseph Mkalla, Inspector I Mechanical

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Member

..... 22/3/23

4. Mr. Benard Langat, Procurement Officer

.....
Secretary

..... 22/03/2023