


MINUTES OF THE PRE-BID MEETING FOR PROVISION OF REPAIR, SERVICE AND MAINTENANCE OF MECHANICAL VENTILATION AND AIR CONDITIONING EQUIPMENT IN PARLIAMENT BUILDINGS, HELD ON 3RD APRIL, 2024 AT 4TH FLOOR PROTECTION HOUSE AS FROM 11.00 A.M.

Members Present


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| 1. Mr. Dominic Malonza, Construction Mgt. Officer | Chairperson |
| 2. Ms. Mercy Mogusu, Legal Counsel | Member |
| 3. Mr. Tony Kinyua, Inspector I Electrical | Member |
| 4. Mr. Benard Langat, Procurement Officer | Secretary |
| 5. Mr. Benard Bonyo, Chief Clerical Officer | Secretariat |


FIRM'S REPRESENTATIVES PRESENT.

S/NO.	FIRM'S REPRESENTATIVE	FIRM'S NAME	E-MAIL ADDRESS
1.	Mr. George Ndung'u	Geoelectromech	info@geoelecmech.co.ke
2.	Mr. Macharia King'a	Axis Engineering Services Limited	info@axisengineering.co.ke/ machariakinga.mk@gmail.com
3.	Mr. Samuel Maiga	Carecon	maigasamuel@yahoo.com
4.	Mr. Felix Kithome	Cloud on Earth Air Conditioning and Refrigeration	cloud.earthltd@gmail.com
5.	Mr. Ephraim Ndegwa	Kinetics Controls Limited	bakarir924@gmail.com
6.	Ms. Colenta Muringi	Afriwise Enterprises Limited	arebaotugi@yahoo.com
7.	Mr. Fredrick Okolla Ojwang	Baseline Power Systems Limited	okolla@baseline-power.co.ke/ okolla2001@gmail.com
8.	Mr. Baraka Kalugo	Gurei Safety Limited	gureisafety@gmail.com
9.	Mr. Edwin Macharia	Ozone cool	info@ozonecool.com
10.	Mr. Charlton Kute	Kraftfeld Enterprises	kraftfeldenterprises@gmail.com
11.	Mr. Jude Wanyama	Skyline Sales and Services	sales@skylines.co.ke
12.	Ms. Sharon Kendi	Ledpower Technologies	sales@lptechologies.co.ke
13.	Mr. Issa Yussuf	Wal-asri Enterprise Limited	walasrienterprise64@gmail.com


5/4/2024.


5/4/2024


5th April 2024


05/04/2024.

Agenda

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

Min. No. PJS/033/Pre-bid/01/2023-2024 – 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 one of the firm's representative. The Chairperson then gave the secretary an opportunity to elaborate on the purpose of the meeting, with the main one being, receiving of any queries or clarifications from the prospective bidders touching on the subject tender.

Min. No. PJS/033/Pre-bid/02/2023-2024 – Pre-bid

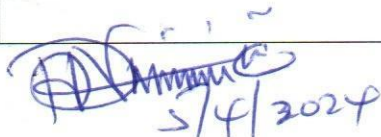
The Chairperson invited the prospective bidders present to seek clarifications and ask any questions they might have arising from *Tender Document No: PJS/033/2023-2024*.

The following questions and accompanying responses arose as follows:

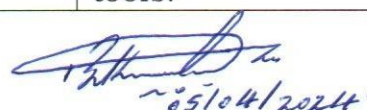
Prospective Bidder	Questions	Answers
PB 1	A prospective bidder enquired whether drawings would have been included for the areas earmarked.	The Committee informed the prospective bidders that drawings were not necessary since the areas are scattered within Parliament Buildings.
PB 2	A prospective bidder made an enquiry on quarterly service and a way forward if any equipment was found not to be economically viable to service anymore but replace.	The Committee informed the prospective bidder that Parliament has inhouse engineers and capacity to advise when to replace any part or equipment found not to be economically viable to service.
PB 3	A prospective bidder sought clarification on whether technicians will be assigned a dedicated working space	The Committee informed the prospective bidders that since the work involves moving around Parliament buildings, they will only be provided with a space for safe custody of their tools.



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PB 4	A prospective bidder made an enquiry on the working hours.	The Committee informed the prospective bidders that in the event of extreme cases, they will be able to be guided by the inhouse engineers for seamless flow of activities.
PB 5	A prospective bidder made an enquiry on the handling units	The Committee informed the prospective bidders that they should be able to add exhaustively on the list of the spares and clearly indicating their brand and source.

The prospective bidders signed an attendance register circulated amongst them. The areas earmarked for site visit are as follows;

- Bunge Towers
- 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

The prospective bidders were informed that they can make a formal request for visit so as to be facilitated since some of the areas are outside the Parliament square. No prospective bidder expressed the need to visit the site.



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Min. No. PJS/033/Pre-bid/03/2023-2024- 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. Mr. Dominic Malonza, Construction Mgt. Officer



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Chairperson

5/4/2024
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2. Ms. Mercy Mogusu, Legal Counsel



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Member

5th April 2024
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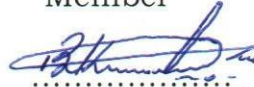
3. Mr. Tony Kinyua, Inspector I Electrical



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Member

5/4/2024
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4. Mr. Benard Langat, Procurement Officer



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Secretary

05/04/2024
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