

REPUBLIC OF KENYA



PARLIAMENTARY SERVICE COMMISSION

MINUTES FOR THE PRE-BID COMMITTEE; PROVISION OF LAUNDRY AND DRY-CLEANING SERVICES FOR THE PARLIAMENTARY SERVICE COMMISSION- PJS/024/2021-2022, PROVISION OF FRESH FLOWERS AND EVENTS ORGANIZATION SERVICES FOR THE PARLIAMENTARY SERVICE COMMISSION-PJS/025/2021-2022 AND PROVISION OF SHAMPOOING SERVICES FOR THE PARLIAMENTARY SERVICE COMMISSION-PJS/026/2021-2022 HELD AT PROTECTION HOUSE GROUND FLOOR ATM LOBBY, ON 26TH MAY, 2022 AT 11.00AM.

**MEMBERS PRESENT**

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| 1. Mr. Sheriffsam Mwendwa, Dep Dir. L&C Services | Chairman    |
| 2. Mr. Gerald Odera, Human Resource              | Member      |
| 3. Mr. Naman Agengo, Security Officer            | Member      |
| 4. Ms. Truphena Cherotich, Procurement Officer   | Secretary   |
| 5. Ms. Mercy Muniu, Travel Officer               | Secretariat |

**ABSENT WITH APOLOGY**

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| 1. Mr. Hezborne Anzigale, Accountant III | Member |
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**FIRMS REPRESENTED**

No.	NAME	FIRM	EMAIL ADDRESS	CONTACTS
1.	Ms. Jackie Muriungi	M/s Pewin Drycleaners & Launderers Ltd	drycleaners@pewin.co.ke	0733747064/ 0722786550
2.	Mr. Stephen Kamau	M/s Sunflower Tents & Décor Ltd	info@sunflowertents.com	0714671928/ 0705430415
3.	Ms. Angela Gitundu	M/s Leaf And Luna Limited	leafandlunaevents@gmail.com	0701173238
4.	Mr. Daniel Mugo	M/s The Gardens & Wedding Centre Ltd	mugodg@gmail.com	0723969754

5	Mr. Wachira Anthony	M/s Termipest Ltd	sales@termipest.co.ke	0705544011
6	Mr. Denis Makokha	M/s Village Mastars Ltd	vmastarsltd@gmail.com	0721584680
7	Mr. Jonathan Avasha	M/s Mason Services	info@masonservices.co.ke	0721544003

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

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

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

The chairperson gave a briefing on the advertised tender documents that were scheduled for the pre-bid as follows:

1. PROVISION OF LAUNDRY AND DRY-CLEANING SERVICES FOR THE PARLIAMENTARY SERVICE COMMISSION- PJS/024/2021-2022
2. PROVISION OF FRESH FLOWERS AND EVENTS ORGANIZATION SERVICES FOR THE PARLIAMENTARY SERVICE COMMISSION- PJS/025/2021-2022
3. PROVISION OF SHAMPOOING SERVICES FOR THE PARLIAMENTARY SERVICE COMMISSION-PJS/026/2021-2022

The bidders present were then invited to seek clarifications on the tender documents of the advertised tenders.

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

PROSPECTIVE BIDDER	QUESTIONS	RESPONSES
PB1	Clarification on site visit on the carpeted areas	The Prospective bidders were informed to seek appointment from the Procurement department for proper facilitation through the official Email provided in the tender document if they need to visit the carpeted areas before the tender closing date.

The prospective bidders were asked to follow the Instruction given in the tender document and ensure that the document is properly Tape Bound, all pages chronologically serialized, signed where necessary and addressed to the Director General, Parliamentary Joint Service, Parliamentary Service Commission.

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. The bidders were advised to seek any further clarification through the official email provided in the tender document [dg@parliament.go.ke](mailto:dg@parliament.go.ke) before the tender closing date.

**MIN. NO.PJS/PRE- BID/ 04/2021- SIGNING OF THE ATTENDANCE REGISTER**

All bidders were requested to write down their details in the attendance register circulated as evidence of having attended the Pre- Bid meeting.

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

The chair thanked everyone present for attending the meeting and there being no other business, the meeting was adjourned at 11:30 am and bidders left at their own pleasure.

<b>Name</b>	<b>Signature</b>	<b>Date</b>
1. Mr. Sheriffsam Mwendwa Dep Dir. L&C Services		30/5/2022
2. Mr. Gerald Odero, Human Resource		30/5/2022
3. Mr. Naman Agengo, Security Officer		30/5/2022
4. Ms. Truphena Cherotich Procurement Officer		30/05/2022
5. Ms. Mercy Muniu Travel Officer		30/05/2022

