

REPUBLIC OF KENYA



PARLIAMENTARY SERVICE COMMISSION


MINUTES FOR THE PRE-BID COMMITTEE; PROVISION OF MAINTENANCE/SERVICE CONTRACT GYM EQUIPMENT - PJS/032/2021-2022, PROVISION OF MAINTENANCE/SERVICE CONTRACT FOR STEAM BATH, SAUNAS AND HEALTH CLUB FACILITY - PJS/033/2021-2022 HELD AT PROTECTION HOUSE GROUND FLOOR ATM LOBBY, ON 9TH JUNE, 2022 AT 11.00AM.

MEMBERS PRESENT

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|--|-------------|
| 1. Eng. John Nguru, Principal Engineer | Chair |
| 2. Mr. Sylvester Ochola, Health Club Manager | Member |
| 3. Mr. Tiras I. Njoroge, Accountant III | Member |
| 4. Mr. Roy A. Guda, Inspector Electrical | Member |
| 5. Ms. Judy Muthoni, Procurement Officer | Secretary |
| 6. Ms. Charo Kanze, Travel Officer | Secretariat |

FIRMS REPRESENTED

No.	NAME	FIRM	EMAIL ADDRESS	CONTACTS
1.	Mr. Zacchaeus Mutiku	M/s Imex Transafrica Limited	zmutiku@impexeastafrica.com	0721401787
2.	Ms. Trizah Ireri	M/s Marte Cranes Africa Limited	Trizahireri57@gmail.com	0702301273
3.	Mr. Benard Oluoch	M/s Mason Services Limited	info@masonservices.co.ke	0203752143/ 5
4.	Mr. David Vundi	M/s Micronet Power Systems	micronetpower@yahoo.com	0722776883
5.	Mr. Collins Mawira	M/s Une-hi Solutions	unhisolution@gmail.com mawiracollinsm@gmail.com	0729679919
6.	Mr. Joseph Wainaina	M/s Charma Holdings Limited	charmaholdingsltd@gmail.com	0713328000


9/06/22









7	Mr. George Ndung'u	M/s Geoelectromech Services	Georgendungu43@yahoo.com	0722575696
8	Mr. Leonard Asewe	M/s Studioh Fore Fitness Solutions Limited	leonard@studiohfore.co.ke lennyasewe@gmail.com	0722824245

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

The chairperson called the meeting to order at 11:00 am and requested Mr. Roy Guda to lead with a word of prayer. Thereafter, the chairperson asked the members, secretariat and the prospective bidders present to introduce themselves.

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 MAINTENANCE/SERVICE CONTRACT GYM EQUIPMENT - PJS/032/2021-2022,
2. PROVISION OF MAINTENANCE/SERVICE CONTRACT FOR STEAM BATH, SAUNAS AND HEALTH CLUB FACILITY - PJS/033/2021-2022

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 whether the tender process will materialize and be concluded to finality	The Prospective bidders were informed that the procurement for Provision of Maintenance/Service Contract Gym Equipment and Provision of Maintenance/Service Contract for Steam Bath, Saunas and Health Club Facility is fully budgeted for and will be concluded to finality and the tenders awarded to the lowest evaluated bidder;
PB2	Clarification on why the bidder with the lowest bid sum is awarded the tender	The Prospective bidders were informed that the evaluation process has three stages namely; mandatory stage, technical stage and financial stage and the bidder with the lowest evaluated bid is awarded the tender. Value for money must be achieved.

The prospective bidders were asked to follow the Instructions 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 on the Commission's 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 before the tender closing date.

MIN. NO.PJS/PRE- BID/ 04/2021-2022: 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: SITE VISIT

The Chairperson informed the committee and the prospective bidders to proceed to the site i.e., Health club facility. Bidders were taken round to view the gym equipment, steam baths, saunas and the general health club facility. The bidders were informed there was a provision in the tender document allowing the bidders to include additional items seen during the site visit.

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

The chair thanked everyone present for attending the meeting and there being no other business, the meeting was adjourned at 1:00 pm and bidders left at their own pleasure.

Minutes Signed by:

Name	Signature	Date
1. Eng. John Nguru Principal Engineer		9/06/2022
2. Mr. Sylvester Ochola, Health Club Manager		9/06/2022
3. Mr. Tiras I. Njoroge, Accountant III		9/06/2022
4. Mr. Roy A. Guda, Inspector Electrical		9/06/2022
5. Ms. Judy Muthoni Procurement Officer		9/06/2022
6. Ms. Charo Kanze Travel Officer		9/06/2022

