

MINUTES OF THE PRE-TENDER MEETING FOR TENDER NO. PJS/001/2022-2023 FOR PROVISION OF PROJECT MANAGEMENT SERVICES TO IMPLEMENT VARIOUS ICT PROJECTS FOR THE PARLIAMENTARY SERVICE COMMISSION, HELD ON 4TH AUGUST, 2022 AT 11.00 A.M. IN THE 2ND FLOOR BOARDROOM, PROTECTION HOUSE.

MEMBERS PRESENT

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| 1. Ms. Wayua Mutisya, ICT Officer I, | Chairperson |
| 2. Mr. Amos Kimanthi, ICTA I, | Member |
| 3. Mr. Tiras Igutta Njoroge, Accountant, | Member |
| 4. Mr. Martin Mukabi, Procurement Officer, | Secretary |
| 5. Mr. Moses Lenges, Clerical Officer, | Secretariat |

ABSENT WITH APOLOGY

1. Mr. Gerald Odero, HRM Officer

PROSPECTIVE TENDERERS AND THEIR REPRESENTATIVES PRESENT

No.	Name of Rep.	Name of Firm	Email Address	Tel. No.
1.	Mr. Hondrick Wanjala	M/s MFI Technology Solution Ltd.	h.wanjala@groupmfi.com	0780444848
2.	Mr. John Maina	M/s Infosys Systems Technologies	infosystech@technologies.co.ke	0753212140
3.	Mr. Jeff Kegome	M/s Corporate Consultants Ltd.	accounts1@cclafrica.co.ke	0720826120
4.	Mr. Musa Omondi	M/s DynamicNav Systems Ltd.	homondi@dynamicnav.com	0720299333
5.	Ms. Naomi Muta	M/s DynamicNav Systems Ltd.	naomi.muta@dynamicnav.com	0722749084
6.	Mr. Shinton Shaji	M/s Renga Technologies Ltd.	shinton.shaji@renga.tech	0792912993
7.	Ms. Halima Sumeiya	M/s Prime Technologies	prime@gmail.com	0111581454
8.	Ms. Roselyn Klara	M/s PCL Technologies	pcl98@gmail.com	0708654202
9.	Ms. Annabell Nyawira	M/s PCL Technologies	pcl98@gmail.com	0700875943
10.	Ms. Lilian Atieno	M/s Prime Technologies	prime@gmail.com	0114895140

MIN. NO. PRE-TENDER/01/001/2022-2023: PRELIMINARIES

The chairperson called the meeting to order at 11.15am. The chairperson welcomed the committee members and the prospective bidders and their representatives to the meeting and allowed those present to introduce themselves.

 

MIN. NO. PRE-TENDER/02/001/2022-2023: BACKGROUND INFORMATION

The chairperson explained to those present that the pre-tender meeting was organized to allow the prospective bidders to interact with the procuring entity and seek clarifications on the areas in the tender document that were not clear. It also allowed prospective bidders to give their views with regard to the document.

The prospective bidders were also informed that minutes of the meeting and clarifications would be provided and sent to all prospective bidders through their emails and the same uploaded on the Commission website.

MIN. NO. PRE-TENDER/03/001/2022-2023: CLARIFICATIONS SOUGHT BY THE PROSPECTIVE BIDDERS

Clarification 1: *A prospective bidder sought clarification on the validity of the tender security, whether 217 days or 182 days from the date of tender opening.*

Answer: Prospective bidders were informed that the Tender Security validity period is 217 days from the date of tender opening as stated in the Tender Data Sheet under Clause 17.1. They were also informed that the tender validity was 182 days from the date of tender opening as stated in the Tender Data Sheet under Clause 20.1.

Clarification 2: *A prospective bidder raised concern on whether there was a possibility of extending the tender closing and opening date considering the forthcoming General Elections.*

Answer: The prospective bidders were informed that at the time of the meeting, it could not be confirmed if an extension would be granted. They were however informed that if a request was made formally through email with a reasonable justification, then it could be considered.

Clarification 3: *A prospective bidder sought to understand if in case of a joint venture any of the joint venture partners would submit an ISO certificate to qualify the whole team.*

Answer: The prospective bidders were advised to refer to Section II on the Evaluation and Qualification Criteria. In the mandatory qualification requirements, bidders are advised on which qualification items are mandatory in case of joint venture applicants. For the ISO certificate, any of the joint venture partners can meet the requirement.

Clarification 4: A prospective bidder sought clarification on whether it was a must for them to forward their particulars to the Commission after downloading the tender document as stated in the Invitation to Tender.

Answer: The prospective bidders were informed that forwarding their particulars was for their own good since the particulars would be used to facilitate communication of any further clarification or addendum.

Bidders were informed that the meeting was not the only way they could seek for clarifications on the tender. That they could still send their requests through the email addresses; procurementpjs@parliament.go.ke or dg@parliament.go.ke as provided in the tender document at least seven (7) days before the date the tender closes.

MIN. NO. PRE-TENDER/04/001/2022-2023: A.O.B

There being no other business, the meeting ended at 12.30pm.

Minutes confirmed and signed:

Chairperson:.....  **Date:** 5th August, 2022.....
Secretary:.....  **Date:** 5/08/2022.....

