

**MINUTES OF THE PRE-TENDER MEETING FOR TENDER NO. PJS/002/2022-2023 FOR PROVISION OF BUILDINGS AND EQUIPMENT INSURANCE COVER FOR THE PARLIAMENTARY SERVICE COMMISSION, HELD ON 22<sup>ND</sup> AUGUST, 2022 AT 11.00 A.M. IN THE 2<sup>ND</sup> FLOOR BOARDROOM, PROTECTION HOUSE.**

**MEMBERS PRESENT**

- |                                              |             |
|----------------------------------------------|-------------|
| 1. Eng. John K. Nguru, Principal Engineer I, | Chairperson |
| 2. Ms. Lilian Wata, Principal HRMO,          | Member      |
| 3. Mr. Benard Mwangi, Security Officer,      | Member      |
| 4. Mr. Martin Mukabi, Procurement Officer,   | Secretary   |

**ABSENT WITH APOLOGY**

1. Mr. Hesbon Anzigale, Accountant
2. Mr. Ken Ochuka, Office Assistant

**PROSPECTIVE TENDERERS AND THEIR REPRESENTATIVES PRESENT**

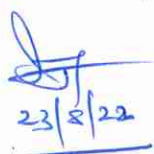
No.	Name of Rep.	Name of Firm	Email Address
1.	Ms. Roselyne Mose	M/s Geminia Insurance	<a href="mailto:roselyne.mose@geminia.co.ke">roselyne.mose@geminia.co.ke</a>
2.	Ms. Millicent Muthigani	M/s Madison Insurance	<a href="mailto:ngongroad@madison.co.ke">ngongroad@madison.co.ke</a>
3.	Mr. Simon Chege	M/s Heritage Insurance	<a href="mailto:simon.chege@heritage.co.ke">simon.chege@heritage.co.ke</a>
4.	Mr. Moses Olale	M/s AMACO	<a href="mailto:moses.olale@amaco.co.ke">moses.olale@amaco.co.ke</a>
5.	Mr. Kevin Ngila	M/s APA Insurance	<a href="mailto:kevin.ngila@apainsurance.org">kevin.ngila@apainsurance.org</a>
6.	Ms. Esther Thuo	M/s APA Insurance	<a href="mailto:esther.thuo@apainsurance.org">esther.thuo@apainsurance.org</a>
7.	Mr. David Otieno	M/s Allianz	<a href="mailto:davieayugi@gmail.com">davieayugi@gmail.com</a>
8.	Mr. Christopher Haiga	M/s First Assurance	<a href="mailto:christopher.haiga@ahudnesta.co.ke">christopher.haiga@ahudnesta.co.ke</a>
9.	Mr. Nelson Obwogi	M/s Britam Insurance	<a href="mailto:nelson@caneiinsurance.co.ke">nelson@caneiinsurance.co.ke</a>
10.	Mr. Andrew Nyagwansa	M/s First Assurance	<a href="mailto:lolotch@firstassurance.co.ke">lolotch@firstassurance.co.ke</a>
11.	Mr. Edward Waithaka	M/s Britam Insurance	<a href="mailto:ewaithaka@britam.com">ewaithaka@britam.com</a>

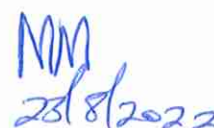
**MIN. NO. PRE-TENDER/01/002/2022-2023: PRELIMINARIES**

The chairperson called the meeting to order at 11.10am and invited a prospective bidder to open the meeting with a word of prayer. He then welcomed the committee members and the prospective bidders and their representatives to the meeting and allowed a round of introduction for those present.

**MIN. NO. PRE-TENDER/02/002/2022-2023: BACKGROUND INFORMATION**

The chairperson invited the Secretary to explain to those present the purpose of the meeting. The Secretary informed the meeting 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.

  
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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/03/002/2022-2023: CLARIFICATIONS SOUGHT BY THE PROSPECTIVE BIDDERS**

**Clarification 1:** *A prospective bidder requested for an extension of the tender closing and opening.*

**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 advised to work with the timelines set in the tender document.

**Clarification 2:** *A prospective bidder raised concern on Mandatory Requirement 14 that requires bidders to have done a gross written premium of Kshs 3Billion each year for the years 2021, 2020 and 2019. The bidder felt that the requirement locked out upcoming underwriters.*

**Answer:** Prospective bidders were informed that the evaluation criteria was set considering the magnitude of the cover required by the Commission. They were therefore advised to adhere with the requirements of the tender document.


**Clarification 3:** *A prospective bidder requested for information on the risk survey of the Parliamentary Service Commission property.*

**Answer:** The prospective bidders were informed that this information would be shared with the successful bidder. Bidders were advised to respond to the tender as per the requirements set in the tender document.

**Clarification 4:** *A prospective bidder requested to know whether IRA rates would be used.*

**Answer:** The prospective bidders were informed that IRA rates were to be adhered to when calculating the premiums as set out in the Financial Evaluation. In addition to this Mandatory Requirement 11, requires bidders to submit a letter of comfort from Re-insurer confirming the premium rates use.


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](mailto:procurementpjs@parliament.go.ke) or [dg@parliament.go.ke](mailto:dg@parliament.go.ke) as provided in the tender document so as to reach the Commission not later than 23<sup>rd</sup> August, 2022 to all the team ample time to respond.

  
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**MIN. NO. PRE-TENDER/04/002/2022-2023: A.O.B**

There being no other business, the meeting ended at 12.45pm.

Minutes confirmed and signed:

Chairperson: Mr. John K. Ngum  Date: 23/08/2022  
Secretary: Mukabi Martin MM Date: 23/08/2022

