

MINUTES OF THE PRE-BID MEETING FOR TENDER NUMBER PSC-ONT-007-2022-2023 FOR SUPPLY, DELIVERY, INSTALLATION, TRAINING ON USAGE, COMMISSIONING, AND MAINTENANCE OF HEAVY-DUTY PAPER-CUTTING (GUILLOTINE) MACHINE HELD ON 9TH SEPTEMBER, 2022 AT 1000 HOURS ON SECOND FLOOR, PROTECTION HOUSE.

MEMBERS PRESENT

- | | |
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| 1. Magdalene Ndenga, Senior Superintendent | Chair |
| 2. Stephen Maru, Senior Serjeant – at-arms | Member |
| 3. Abdallah Barre, Procurement Officer | Secretary |

ABSENT WITH APOLOGIES

IN ATTENDANCE

Stephen Tayari Procurement Officer

PROSPECTIVE BIDDERS PRESENT

S/NO	NAMES OF REPRESENTATIVES	DESIGNATION	NAME OF FIRM REPRESENTED
1.	Anthony Njeru	Business Dev Manager	XRX Limited
2.	Henry Fwaya	Sales Manager	Achelis (K) Ltd
3.	Sylvia Onderi	Tender Admin.	XRX Limited

MIN NO. PREBID 01//ONT/007//2022-2023: PRELIMINARY

The chair called the meeting to order at 1000 Hours and welcomed the bidders to the meeting. She apologized for the late kick-off of the meeting. This was followed by a prayer recited by the chair and then brief introductions by those in attendance.

MIN NO. PREBID 02//ONT/007//2022-2023: CONCERNS AND CLARIFICATIONS

The Chair invited the prospective bidders to register their concerns and seek clarifications on matters relating to the tender.

Concern 1: One of the two email addresses senate@parliament.go.ke provided on the front page of the tender document gave an error feedback message upon sending a message.

Clarification: There was a typo error on that email address given on the front page of the tender document. The correct email address is cSenate@parliament.go.ke. This address is also correctly captured in paragraph 2 of the invitation to tender and also in the Tender Data Sheet ref. ITT 6.1 (Address where to send enquiries)

Concern 2: The bid document calls for tender security in the form of insurance as well as a Bank guarantee.

Clarification: It was clarified that the tender document was clear and required a tender security be provided in the form of a Demand Bank Guarantee as provided in paragraph 4 of invitation to tender and also in the Mandatory/Preliminary requirement No.5.

Concern 3: The maximum allowed delivery period of 60 days is not realistic as the machine is specialized and has to be produced by manufacturer in overseas upon issuance of purchase order to successful bidder and confirmation of order by the bidder with supplier/manufacturer. The tentative delivery period considering shipping time should be 2-3 months.

Clarification: The concern was noted as genuine and critical for the success of the tender. Bidders were advised to quote a realistic timeline clearly giving a breakdown of the activities and the total period in days/months.

Concern 4: The bidders sought clarification on the factory pre-delivery inspection visits and the bearer of related costs.

Clarification: It was clarified that the procuring entity will cater for travel and accommodation costs for its team and the bidder will bear costs of its team.

Concern 5: The bidders sought to an adjustment of the requirement for provision of 24 months warranty period to the conventional industry practice 12 months.

Clarification: It was agreed that the warranty period of 12 months be granted being the standard warranty period to enable bidders to cover any related costs in their bid quotations.

Concern 6: The bidders took issue with the model and version of the machine per the specification provided in the tender document pointed to an old and outdated model.

Clarification: Considering the Procuring entity envisaged an upgrade from the current and old machine, it was agreed that a revised specification be issued in good time, including consideration of extending the deadline for submission of bids.

MIN NO. MIN NO. PREBID 03//ONT/007//2022-2023: A.O.B

The chair thanked the bidders for their time and contribution to the tendering process. She informed the prospective bidders that all information arising from this meeting and any other update will be posted on the Parliament Website.

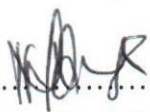
The being no other business, the meeting ended at 11.05 a.m.

AFFIRMATION.

That the above is a true record of the proceedings of the said meeting on the day.

Chairperson

Ms. Margaret Ndenga

Signature.....

Date 15-9-2022.....

Secretary

Mr. Abdallah Barre



15/09/2022.....