

MINUTES OF THE PRE-BID MEETING FOR REGISTRATION/PREQUALIFICATION OF PROFESSIONALS AS INDIVIDUAL CONSULTANTS/RESOURCE PERSONS FOR PROVISIONS OF TRAINING CONSULTANCY, RESEARCH AND ADVISORY SERVICES FOR THE CPST FOR THE FINANCIAL YEARS 2022-2023, 2023-2024 & 2024-2025 HELD ON 31ST AUGUST, 2022 AT 2ND FLOOR BOARDROOM PROTECTION HOUSE AS FROM 11.00 A.M.

Members Present

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| 1. Dr. George Wakah, Dir. Admin & Corporate Affairs, CPST | Chairperson |
| 2. Mr. Charles Korir, Senior Admin. Officer, OGD | Member |
| 3. Ms. Linet Misati, Chief Officer of BDC (CPST) | Member |
| 4. Ms. Judy Thumbi, Accountant | Member |
| 5. Mr. Odemba Daniel, Procurement Officer | Secretary |

Absent with apology

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| 1. Ms. Linah Kimuge, Secretarial Assistant | Secretariat |
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In Attendance

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| 1. Mr. Abdihakim Issack | Procurement Officer |
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INDIVIDUAL CONSULTANTS AND THEIR REPRESENTATIVES PRESENT.

S/NO.	FIRM'S/INDIVIDUAL CONSULTANT'S REPRESENTATIVE	CONSULTANTS NAME/FIRM'S NAME	E-MAIL ADDRESS
1.	Mr. Kigen Kipkorir	Kenya National Cleaner Production Centre (KNPC)	kigen@gmail.com
2.	Hon Olago Aluoch	Hon. Olago Aluoch	Olago79@gmail.com
3.	Mr. Paul Ooga Gecheo	ESAMI	gecheo@esami-africa.org
4.	Mr. Joe Kimani Waithaka	Jeydent Company Ltd	kimanijoe38@gmail.com
5.	Prof. Jacqueline Oduol	Prof Jacqueline Oduol	jacquelineoduol@gmail.com
6.	Ms. Wanjiru Kiago	Self/Ms. Wanjiru Kiago	wanjnikago@gmail.com
7.	Mr. Nelson N Ndubi	Self/Nelson N Ndubi	nnndubi@yahoo.com
8.	Prof. Margret Oloko	JKUAT	olokoma2012@gmail.com
9.	Hon. Martin Ogindo	Institute of Economics and Governance	ogindo14@gmail.com
10.	Mr. Jackson M Muthoka	Brentbury Consult Ltd	brentburyconsult@gmail.com
11.	Ms. Getrude Chelangat	S-saba consultants Africa	getrude@s-saba.com
12.	Ms. Mary Njenga Murimi	S-saba consultants Africa	marymurimi@s-sebe.com

14 September, 2022

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13.	Mr. Peter Odhiambo	Strathmore	opeodhiambo@gmail.com
14.	Mr. Kelvin Njogu	Top Level Management	kelvin.n@toplevelmanagement.co.ke
15.	Mr. Joseph Kuria	Hon. Cheboi Moses	Jkoseph834@gmail.com
16.	Ms. Agnes Waithera	Self	agnes.waithera@gmail.com
17.	Ms. Loreen Achieng	Strathmore University	laureenachieng@gmail.com
18.	Ms. Rebecca Chepkorir	Mr. David Keemei	dgmbfinance@gmail.com
19.	Mr. Peter Karigi Murugu	Edmac Consultants	plmurugu@gmail.com
20.	Ms. Peninah Karomo	Institute of Data Science and Statistics	pkaromo@gmail.com
21.	Dr. Doreen Kimathi	Zance trends & insights	kawirad.kimathi@gmail.com
22.	Mr. Nelson Anyanga	Nelse Else & Enock Associates	Nelseelseand enock@gmail.com
23.	Mr. Gabriel Ogot	Nebe Else & Enock Associates	ogotgabriel@gmail.com
24.	Ms. Nancy Oundo Dalla	Self	nancydalla4@gmail.com
25.	Mr. Victor Malu	FSC Ltd	victor.malu@fsc.co.ke
26.	Mr. Boaz Omondi	Olago Aluoch	olago79@gmail.com
27.	Ms. Nyambura Muturi	Self	enyamburamuturi@gmail.com
28.	Mr. Jason Oyugi	Bridge Africa	jason.oyugi@bridgeafrica.net
29.	Ms. Faith Odhiambo	Ombok Owuor Advocates	faithodhiambo@gmail.com
30.	Ms. Rebecca Maina	Self	rebbeccahm@gmail.com

Agenda

1. Opening Remarks
2. Pre-bid
3. AOB

Min. No. PJS/PREQ-001/Pre-bid/01/2022 – Opening remarks

The Chairperson called the meeting to order at 11:00am. He welcomed all the Committee members present and the prospective individual resource persons and their representatives to the meeting. The meeting started with a word of prayer from the Secretary, Mr. Daniel Otieno Odemba.

Min. No. PJS/PREQ-001/Pre-bid/02/2022 – Pre-bid

The Chairperson then went ahead to elaborate the purpose of the meeting, with the main one being, receiving of any queries or clarifications touching on the tender exercise. He then invited the prospective individual resource persons present to seek clarifications and ask any questions they might have arising from *Prequalification Document Tender No: PJS/PREQ/001/2022-2023*.

The following questions and accompanying responses were given:

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Prospective Bidder	Questions	Answers
PB 1	A prospective individual resource person enquired about the scope of regional operations of the Centre for Parliamentary Studies and Training (CPST)	The Committee informed the prospective individual resource persons that the CPST conducts both local and international trainings. They were then invited to note that this prequalification of individual consultants was Non-Consultancy Service
PB 2	A prospective individual resource person made an enquiry on the bidding documents. The document had missing page 19 and 20.	The Chairperson to the Committee informed the prospective individual resource person that the error was noted. The Committee noted that the document is a standard tender document from the Public Procurement Regulatory Authority (PPRA). The prequalification document did not miss any information.
PB 3	A prospective professional resource person made an enquiry on the requirement of an original national identification document.	The Committee informed the individual resource person that the certified copy maybe attached at application stage. The original copy will be required during due diligence process for the successful candidate.
PB 4	A prospective individual resource person made an enquiry whether the application is open to firms as well	The Committee informed the prospective individual resource person that the pre-qualification application is strictly to individual consultants/professional resource persons. Any application other than those of an individual resource person shall be disqualified.
PB 5	A prospective individual resource person made an enquiry on the client confidentially specifically information on previous firms worked for.	The Committee informed the prospective individual resource person that the reference letters should be addressed to the Director General of the Parliamentary Joint Services. The information provided shall be used only for the purposes of

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		this process. The prospective individual consultants were informed to give special attention to the special conditions of the requirements.
PB 6	A prospective individual resource person requested for a clarification on publications	The prospective individual resource persons were informed that the publications should be in reference to journal articles, books that have been published and publications in conference proceedings.
PB 7	A prospective individual resource person made an enquiry on whether they can apply for all the categories specified on page 28	The Committee informed the prospective individual resource person that they can apply for each category that they qualify for and provide supporting documentation for the same. They should also specify the category they have applied for. Prospective individual resource persons were reminded to make separate applications for each category they are applying for as stated in the prequalification document.
PB 8	A prospective individual resource person enquired whether they shall have another meeting with the Parliamentary Service Commission.	The prospective individual resource persons were informed that the prequalification document only provided for one pre-bid meeting.
PB 9	A prospective individual resource person enquired the manner in which they should fill in the attached forms in the <i>Prequalification Document Tender No: PJS/PREQ/001/2022-2023</i> .	The Committee informed the prospective individual resource persons that they should only stick to the form provided in the Prequalification Document Tender No: PJS/PREQ/001/2022-2023 except Form FIN – 3.1 - Financial Situation and Performance on Page 25
PB 10	A prospective individual resource person enquired the form of pagination or serialization of their documents.	The Committee informed the prospective individual resource persons that they must paginate and serialize all the pages of the documents they submit in response to Prequalification Document Tender No: PJS/PREQ/001/2022-2023

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Min. No. PJS/PREQ-03/Pre-bid/003/2022 – AOB


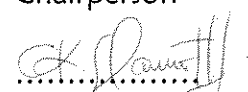
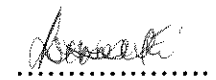
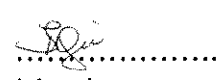

The Committee further informed the prospective individual consultants present that:

1. The prospective individual resource person that they should ensure that their documents are serialized, paginated and provide a table of contents at the point of submission. They were informed to adhere to the timelines and deadline of submission of the documents. The Committee informed the prospective individual resource person that the prequalification was for non-consultancy. The prospective individual consultants signed an attendance register circulated amongst them.
2. That they should ensure that their documents were properly serialized, paginated and preceded by table of contents. They were informed to adhere to the deadline of submission of the documents.
3. That the prequalification at hand was for non-consultancy and based on multiple contracts.
4. That, the tender document, pre bid application meeting minutes and any clarifications presented in hard copies or mailed to the procuring entity as 28th constitutes the tender document.
5. That, the deliberations made by the pre-bid application meeting, were binding to both the prospective individual consultants present, and those without.

Min. No. PJS/PREQ-04/Pre-bid/03/2022- Adjournment.

There being no any other business, the meeting was adjourned at 12.30 p.m and the bidders left at their own pleasure.

Confirmed and signed by;

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| 1. Dr. George Wakah, Dir. Admin & Corporate Affairs, CPST |  | 01/09/2022 |
| | Chairperson | |
| 2. Mr. Charles Korir, Senior Admin. Officer, ODG |  | 01/09/2022 |
| | Member | |
| 3. Ms. Linet Misati, Chief Officer of BDC (CPST) |  | 01/09/2022 |
| | Member | |
| 4. Ms. Judy Thumbi, Accountant |  | 01/09/2022 |
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| 5. Mr. Odemba Daniel, Procurement Officer |  | 01/09/2022 |
| | Secretary | |

