

PARLIAMENT OF KENYA



PARLIAMENTARY SERVICE COMMISSION

MINUTES OF THE PRE-BID MEETING FOR PROVISION OF COMPREHENSIVE CLEANING SERVICES FOR THE MULTI-STOREY OFFICE BLOCK TENDER NO. PJS/003/2022-2023 HELD ON 6<sup>TH</sup> SEPTEMBER, 2022 AT GROUND FLOOR PROTECTION HOUSE AS FROM 11.00 A.M.

Members Present

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| 1. Maj. Kirungu Majiba, Chief Security & Safety Officer | Chairperson |
| 2. Ms. Leah Kamweru, Public Health Officer              | Member      |
| 3. Ms. Diana Kimeto, HRM Officer                        | Member      |
| 4. Mr. Dominic Malonza, Maintenance Officer             | Member      |
| 5. Mr. Reagan S Wanjala, Procurement Officer            | Secretary   |
| 6. Mr. Stanley Gichia, Procurement Officer              | Secretariat |

In Attendance

- |                      |                     |
|----------------------|---------------------|
| 1. Mr. Odemba Daniel | Procurement Officer |
| 2. Ms. Judy Muthoni  | Procurement Officer |
| 3. Ms. Mary Mutai    | Procurement Officer |

FIRMS AND THEIR REPRESENTATIVES PRESENT.

S/NO.	FIRM'S PREPRESENTATIVE	FIRM'S NAME	E-MAIL ADDRESS
1.	Mr. Omalla Fredrick Okiyi	One Facilities Management	Fredrickokiyi02@gmail.com
2.	Mr. Joseph Kamau	Peppering Ltd	Peppering16@gmail.com
3.	Mr. Benson Ukiru	Village Masters Ltd	info@villagemastercleaning.com
4.	Mr. Agaga Alex	Liga Holdings Ltd	ligaholdings@gmail.com
5.	Mr. James Mburu	Rosey International	roseyinternationaltd@gmail.com
6.	Ms. Abigael Fatma	Garbage Hero Ltd	garbagelimited@yahoo.com
7.	Ms. Eunice Achoka	Petals Hygiene sanitation service ltd	<a href="mailto:info@petalshygiene.co.ke">info@petalshygiene.co.ke</a>
8.	Mr. Winrose Muthoni	Tamia Limited	<a href="mailto:info@TamiaLimited.co.ke">info@TamiaLimited.co.ke</a>
9.	Mr. Robert Muchoki	Benchmark cleaning limited	gicubim@gmail.com
10.	Ms. Vyionnah Wambui	Pessam LTD	Pessamltd@gmail.com

11.	Mr. Charles Mainga	Chania Cleaning ltd	info@chaniacleaners
12.	Mr. Harriet Wafula	Limah east Africa LTD	LimaheastAfricaltd@gmail.com
13.	Ms. Roseline Magu	Parapet Ltd	info@parapetcleanin.com
14.	Mr. Festus Mbindyo	Dechrip E.A LTD	Dechripealtd@gmail.com
15.	Mr. Joseph Mutinda	Kamtix cleaners ltd	info@kamtixgroup.com
16.	Mr. Wilson Agawo	Spriles enterprise	Sprilesenterprise@gmail.com
17.	Mr. Robai Sii	Colnet Limited	info@colnet.go.ke
18.	Mr. Dominic Bett	Afriscap Ltd	kydobe@gmail.com
19.	Mr. Fredrick	Ice clean care group	iceclean2014@gmail.com
20.	Mr. James	Superbroom services	info@superbroomservices.co.ke
21.	Ms. Rashiel Shanzu	Spic n span c.s ltd	Spicspancleaning@yahoo.com
22.	Mr. Benard Oloo	Outland express ltd	outlandexpress@yahoo.com
23.	Mr. Fredrick Mbogo	Mason Services ltd	info@masonservices.co.ke
24.	Mr. Garland Biko	Maesi Kahio international	

#### Agenda

1. Opening Remarks
2. Pre-bid
3. AOB
- 4.

#### Min. No. PJS/Pre-bid/003/2022-2023/01 – Opening remarks

The Chairperson called the meeting to order at 11:20am. He welcomed all the Committee members present, the prospective bidders and the firm's representatives to the meeting. The meeting started with a word of prayer from the Secretary, Mr. Wanjala S Reagan. 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.

#### Min. No. PJS/Pre-bid/003/2022-2023/02– Pre-bid

The Chairperson invited the prospective individual resource persons present to seek clarifications and ask any questions they might have arising from the provision of comprehensive cleaning services document *Tender No: PJS//003/2022-2023*.






The following questions and accompanying responses were given:

Prospective Bidder	Questions	Answers
PB 1	A prospective bidder enquired about the allocation of lots on page 31.	The Committee informed the prospective bidder that this is one building hence there are no lots and this is a Standard Tender Document from the Public Procurement Regulatory Authority (PPRA).
PB 2	A prospective bidder made an enquiry whether the external windows are captured in the document.	The Chairperson to the Committee informed the prospective bidder that the external windows are not captured and they should stick to the comprehensive cleaning document.
PB 3	A prospective bidder made an enquiry on who will supply the dispensers.	The Committee informed the prospective bidders that they are not supposed to provide any consumables instead their major requirement is labour and tools. Contents of page 71 part (7)(j) shall be expunged.
PB 4	A prospective bidder made an enquiry on explanation of the table on Page 83.	The Committee informed the prospective bidders that the table on page 82 provides a major explanation for the specifications and priced activity schedule for quoting. Column 3 & 5 for quantity and physical unit is 1 (one) building

The Committee informed the prospective bidders and the representatives 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 bidders that the tender was for comprehensive cleaning services. The prospective bidders and the firm's representatives signed an attendance register circulated amongst them.

#### Min. No. PJS/Pre-bid/003/2022-2023/03– Site Visit

The committee through the Parliament Maintenance Officer guided the prospective bidders for a site visit all through the multi storey office block from the top floor down

to basement 4(four). Some of the areas accessed are top floor, floor machines, kitchen and restaurants, member's offices, committee rooms, double floors, ground floor, parking areas and the basement floors.

**Min. No. PJS/Pre-bid/003/2022-2023/04- AOB**

The Committee further informed the prospective bidders present,

- i. 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.
- ii. That, the tender document, pre-bid minutes and any clarifications presented to the procuring entity shall be uploaded on the procuring entity's website.
- iv. That, the deliberations made by the pre-bid meeting, were binding to both the prospective bidders present, and those not present.

**Min. No. PJS/Pre-bid/003/2022-2023/05- Adjournment.**

There being no any other business, the meeting was adjourned at 14.30 p.m. and the bidders left at their own pleasure.

Confirmed and signed by;

- 1. Maj. Kirungu Majiba, Chief Security & Safety Officer
- 2. Ms. Leah Kamweru, Public Health Officer
- 3. Ms. Diana Kimeto, HRM Officer
- 4. Mr. Dominic Malonza, Maintenance Officer
- 5. Mr. Reagan S Wanjala, Procurement Officer
- 6. Mr. Stanley Gichia, Procurement Officer

  
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Chairperson

  
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Member

  
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Member

  
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Member

  
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Secretary

  
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Secretariat