

PARLIAMENT OF KENYA



PARLIAMENTARY SERVICE COMMISSION

MINUTES OF THE PRE-BID MEETING FOR PROVISION OF FUMIGATION AND PEST CONTROL SERVICES FOR THE MULTI-STOREY OFFICE BLOCK TENDER NO. PJS/004/2022-2023 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 PREPRESENATIVE	FIRM'S NAME	E-MAIL ADRESS
1.	Mr. Shadrack Mumo	Sevali Investment Limited	sevaliinvestment@gmail.com
2.	Ms. Rashiel Shanzu	Spic n span c.s ltd	<u>Spicnspancleaning@yahoo.com</u>
3.	Mr. James	Superbroom services	<u>info@superbroomservices.co.ke</u>
4.	Mr. Sebastian Wanyama	Limah east Africa LTD	LimaheastAfricaltd@gmail.com
5.	Mr. Joseph Kamau	Peppering Ltd	Peppering16@gmail.com
6.	Mr. Benard Oloo	Outland express ltd	<u>outlandexpress@yahoo.com</u>
7.	Mr. Agaga Alex	Liga Holdings Ltd	ligaholdings@gmail.com
8.	Mr. Benson Ukiru	Village Masters ltd	info@villagemastercleaning.com
9.	Mr. Joseph Mutinda	Kamtix cleaners ltd	info@kamtixgroup.com
10.	Ms. Eunice Achoka	Petals Hygiene sanitation service ltd	<u>info@petalshygiene.co.ke</u>

11.	Mr. Winrose Muthoni	Tamia Limited	<a href="mailto:info@TamiaLimited.co.ke">info@TamiaLimited.co.ke</a>
12.	Mr. Festus Mbindyo	Dechrip E.A LTD	<a href="mailto:Dechripealtd@gmail.com">Dechripealtd@gmail.com</a>
13.	Mr. Fredrick Mbogo	Mason Services ltd	<a href="mailto:info@masonservices.co.ke">info@masonservices.co.ke</a>
14.	Mr. Omalla Fredrick Okiyi	One Facilities Management	<a href="mailto:Fredrickokiyi02@gmail.com">Fredrickokiyi02@gmail.com</a>
15.	Mr. Francis Amulinda	Parapet Ltd	<a href="mailto:info@parapetcleanin.com">info@parapetcleanin.com</a>
16.	Ms. Abigael Fatma	Garbage Hero ltd	<a href="mailto:garbagelimited@yahoo.com">garbagelimited@yahoo.com</a>

## Agenda

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

### Min. No. PJS/Pre-bid/004/2022-2023/01 – 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/004/2022-2023/02– Pre-bid

The Chairperson invited the prospective individual resource persons present to seek clarifications and ask any questions they might have arising from the fumigation and pest control document *Tender No: PJS//004/2022-2023*.

The following questions and accompanying responses were given:

Prospective Bidder	Questions	Answers
PB 1	A prospective bidder enquired about the frequency of the service	The Committee informed the prospective bidder that this is indicated in the document, the fumigation will be done on monthly basis and whenever need arises. The bidder is to clarify well in the work methodology on implementation.

<p><b>PB 2</b></p>	<p>A prospective bidder made an enquiry on what type of pests are being targeted.</p>	<p>The Committee informed the prospective bidder to know the insects of public health importance, to study the work specifications and schedules. Explain properly in the work methodology how they will manage the targeted pests and rodents.</p>
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The Committee informed the prospective bidders 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 provision of fumigation and pest control services. The prospective bidders and the firm's representatives signed an attendance register circulated amongst them.

**Min. No. PJS/Pre-bid/004/2022-2023/03– 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/004/2022-2023/04– 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.
- iii. That, the deliberations made by the pre-bid application meeting, were binding to both the prospective individual bidders present, and those not present.

The image shows several handwritten signatures. On the left is a large signature in black ink. To its right are several smaller signatures in blue ink, some appearing to be initials or short names.

**Min. No. PJS/Pre-bid/004/2022-2023/05- 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

  
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Chairperson


2. Ms. Leah Kamweru, Public Health Officer

  
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Member

3. Ms. Diana Kimeto, HRM Officer

  
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Member

4. Mr. Dominic Malonza, Maintenance Officer

  
.....  
Member

5. Mr. Reagan S Wanjala, Procurement Officer

  
.....  
Secretary

6. Mr. Stanley Gichia, Procurement Officer

  
.....  
Secretariat