

REPUBLIC OF KENYA



PARLIAMENTARY SERVICE COMMISSION

MINUTES OF THE PRE-BID MEETING FOR TENDER NO: TENDER NO: PJS/015/2024-2025
PROVISION OF GARDENING SERVICES FOR THE PARLIAMENTARY SERVICE
COMMISSION, HELD ON 18TH NOVEMBER, 2024 AT GROUND FLOOR, NEXT TO ATM
LOBBY, PROTECTION HOUSE, PARLIAMENT ROAD AT 11.00 A.M.

MEMBERS PRESENT

- | | |
|---|-------------|
| 1. Mr. Gerald Odero, Senior HRM Officer | Chairperson |
| 2. Mr. Dominic Malonza, Construction Mgt. Officer | Member |
| 3. Mr. George Igweta, Senior HRM Officer | Member |
| 4. Mr. Naman Agengo, Security Officer | Member |
| 5. Ms. Truphena Cherotich, Procurement Officer | Secretary |
| 6. Ms. Gumato Bonaya, Procurement Officer | Secretariat |
| 7. Ms. Moses Lengees, Clerical Officer | Secretariat |
| 8. Mr. Dickson Orina, Telephone Operator | Secretariat |

IN ATTENDANCE

- | | |
|-----------------------|---------------------------|
| 1. Mr. Keith Kisinguh | Chief Procurement Officer |
| 2. Mr. Benard Langat | Procurement Officer |
| 3. Mr. Hillary Kigen | Store Officer |
| 4. Ms. Ann Wairimu | Procurement Intern |
| 5. Mr. Mohamed Jimale | Security Warden |

FIRMS' REPRESENTATIVES PRESENT.

S/NO.	FIRM'S REPRESENTATIVE	FIRM NAME	FIRM'S E-MAIL ADDRESS
1.	Joseph Chege	Sosset shiners	sosset@gmail.com
2.	Bezalel Odiwuor	Tamia Limited	info@tamia.co.ke
3.	Festus Mbinyo	Dechrip EA Ltd	dechripealtdgmail.com
4.	Pabilo Muobe	Go Cleaners Restores	gocleaners49@gmail.com
5.	Zacharia Aginyu	Hotap Enterprises	Zacharialoo208@gmail.com
6.	Leonard Sakwa	Garbage hero	Info@garbagehero.co.ke
7.	Leonard Sakwa	True pro solutions	info@garbagehero.co.ke

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8.	Eric Mwiti G	Spin Africa Ltd	info@spinafricacleaning.com
9.	Beatrice Oduor	Envirocare General	Envirocar2011@gmail.com
10.	Elizabeth Gitau	Village Mastars Ltd	vmastars@gmail.com
11.	Augustine Oyaro	Superbrown services	superbroom@gmail.com
12.	Emmanuel Namsasi	Inhouse Kenya solutions	info@imhouse.com
13.	Jeremiah Masese	Brooklyn Services	info@brooklyncleaningservices.com
14.	Philip Masioge	Paramax cleaning services	info@paramaxcleaning.co.ke
15.	Rhoda Mwendu	Smart Home Designs	smarthomedesigns@gmail.com
16.	Agaga Alex	Liga holdings Ltd	ligaholdings@gmail.com
17.	Jeremiah Omukule	Petal Hygiene & sanitation	info@petalhygiene.co.ke
18.	Ronald Ochieng	Remarc Ltd	FacilitiesemarcLtd.com
19.	Beatrice Chepkemoi	Cymar Investments ltd	cymarinvestmentsLtd@gmail.com

AGENDA

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

MIN. NO. PJS/TENDER-15/PRE-BID/01/2024 – OPENING REMARKS

The Chairperson called the meeting to order at 11:10am. He welcomed all the Committee members present and the representatives of the prospective bidders to the meeting.

MIN. NO. PJS/TENDER-15/PRE-BID/02/2024 – PRE-BID

The Chairperson invited the prospective bidders present to seek clarifications and make enquiries that they might have arising from *Tender Document Tender No: PJS/015/2024-2025 PROVISION OF GARDENING SERVICES FOR THE PARLIAMENTARY SERVICE COMMISSION*. The following question and accompanying response were given:

Clarification number	Questions	Answers
1)	A prospective bidder made an enquiry on the estimated area to be covered during the provision of gardening services.	The Committee informed the prospective bidders that the estimated area of the entire facility was two acre and approximately 80% of the area covered by buildings/structures and pavements.

The prospective bidders were advised to adhere to the instructions in the tender document. The prospective bidders wrote down their details on an attendance register circulated to them.

MIN. NO. PJS/TENDER-15/PRE-BID/03/2024 – SITE VISIT

The prospective bidders were then taken around the parliament buildings and shown the areas listed for gardening.



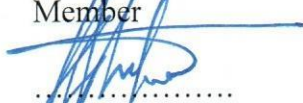


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MIN. NO. PJS/TENDER-15/PRE-BID/04/2024 – AOB

There being no other business the meeting was adjourned at 12.30 p.m.

Confirmed and signed by:

1. Mr. Gerald Odero, Senior HRM, Officer
2. Mr. Dominic Malonza, Construction Mgt. Officer
3. Mr. George Igweta, Senior HRM Officer
4. Mr. Naman Agengo, Security Officer
5. Ms. Truphena Cherotich, Procurement Officer

<u>Sign</u>	<u>Date</u>
 Chairperson	19/11/24
 Member	19/11/2024
 Member	19.11.24
 Member	19/11/2024
 Secretary	19/11/2024