

REPUBLIC OF KENYA



PARLIAMENTARY SERVICE COMMISSION

MINUTES OF THE PRE-BID MEETING FOR TENDER NO: TENDER NO: PJS/016/2024-2025
PROVISION OF LAUNDRY AND DRY CLEANING 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 Odera, 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.	Titus Maina	Pewin dry cleaners	drycleaners@pewin.co.ke
2.	Enock Mugata	Fluks international	enock.majanga@tjpropertieske.com
3.	Caroline Njogu	Babs facilities ltd	info@babsfacilities.com
4.	Isaac Macharia	Butterfly facilities & Hygiene ltd	info@butterflyfacilitiesltd.com
5.	Jackie Muriungi	Pewin drycleaners & launderers ltd	drycleaners@pewin.co.ke
6.	Zacharia Agingu	Hotap Enterprises	tzachariaa100208@gmail.com
7.	Winfred Kirigua	Pewin drycleaners & launderers ltd	winfred.kirigua@pewin.co.ke
8.	Philip Masioge	Paramax cleaning S. Ltd	info@paramaxcleaning.co.ke

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9.	Mwangi Edwin	Pewin dry cleaners	drycleaners@pewin.co.ke
10.	Rhoda Mwende	Smart Home Design	smarthomedesigns@gmail.com
11.	Jacob Simiyu	Ethil Holding Ltd	heldcoltd@gmail.com
12.	Ronald Ochieng	Remarc Ltd	facilities@remacltd.com

AGENDA

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

MIN. NO. PJS/TENDER-16/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-16/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/016/2024-2025 PROVISION OF LAUNDRY AND DRY CLEANING SERVICES FOR THE PARLIAMENTARY SERVICE COMMISSION.*

The prospective bidders present declared that they understood the tender document and therefore did not seek any clarification.


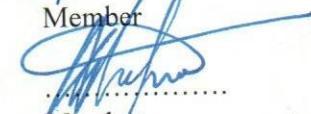


The prospective bidders were advised to adhere to the instructions in the tender document. The prospective bidders wrote down their details on an attendance register circulated to them.

MIN. NO. PJS/TENDER-16/PRE-BID/03/2024 – AOB

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

Confirmed and signed by:

1. Mr. Gerald Odera, 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