

REPUBLIC OF KENYA



PARLIAMENTARY SERVICE COMMISSION

**MINUTES OF THE PRE-BID MEETING FOR TENDER NO: TENDER NO: PJS/017/2024-2025 PROVISION OF SANITARY BINS AND DISPOSAL 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**

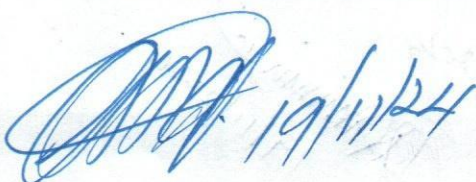
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| 1. Mr. Gerald Odero, Senior HRM, Officer          | Chairperson |
| 2. Mr. Dominic Malonza, Construction Mgt. Officer | Member      |
| 3. Mr. George Igweta, Senior HRM Officer          | Member      |
| 4. Mr. Naman Agengo, Security Officer             | 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 |

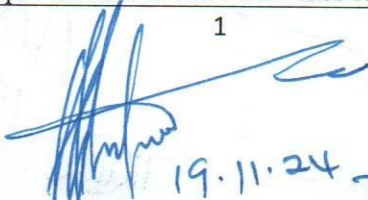
**IN ATTENDANCE**

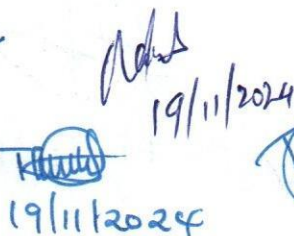
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| 1. Mr. Keith Kisinguh | Chief Procurement Officer |
| 2. Mr. Benard Langat  | Procurement Officer       |
| 3. Mr. Hillary Kigen  | Store Officer             |
| 4. Ms. Ann Wairimu    | Procurement Intern        |
| 5. Mr. Mohamed Jimale | Security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

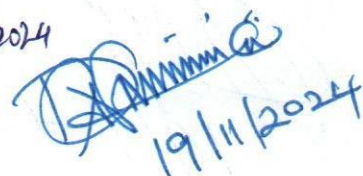
**FIRMS' REPRESENTATIVES PRESENT.**

S/NO.	FIRM'S REPRESENTATIVE	FIRM NAME	FIRM'S E-MAIL ADDRESS
1.	Esther Kibe	Biceven East	bicevenea@gmail.com
2.	Augustine Oyaro	Superbroom Services	superbroom@gmail.com
3.	Jeremiah Omukule	Petals Hygiene	info@petalyghee.co.ke
4.	Faith Ndinda	Clean edge hygiene solutions	bd@clean-edge.com
5.	Philip Masloge	Paramax Cleaning services	info@paramaxcleaning.co.ke
6.	Elizabeth Karanja	Pinpoint Hygiene Services	info@pinpoint.co.ke
7.	Rhoda Mwende	Smart Home design	smarthome design@gmail.com
8.	Antony Gicheru	Unique sunshine Env. Services ltd	uniquesunshine77@gmail.com

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9.	Agaga Alex	Liga holdings ltd	ligaholdings@gmail.com
10.	Zacharia Agingu	Hotap Enterprises	zacharialoo208@gmail.com
11.	Erick Mwiti	Spin Africa Ltd	info@spinafricacleaning.com
12.	Leonard Sakwa	Garbage hero ltd	infogarbageherobri.co.ke
13.	Leonard Sakwa	Truepro solutions	info
14.	Patricia Muhecea	Cockrid limited	infocockrid.co.ke
15.	Bezalel Odwuor	Aimat Co.Ltd	info@aimatcompany.com
16.	Elizabeth Gitau	Village maskats ltd	vmaskats@gmail.com
17.	Jeremiah masese	Brooklyn services	info@brooklyncleaning services.com
18.	Ronald Achieng	Remare ltd	facilitiesemarveltd.com

### AGENDA

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

### MIN. NO. PJS/TENDER-17/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-17/PRE-BID/02/2024 – PRE-BID

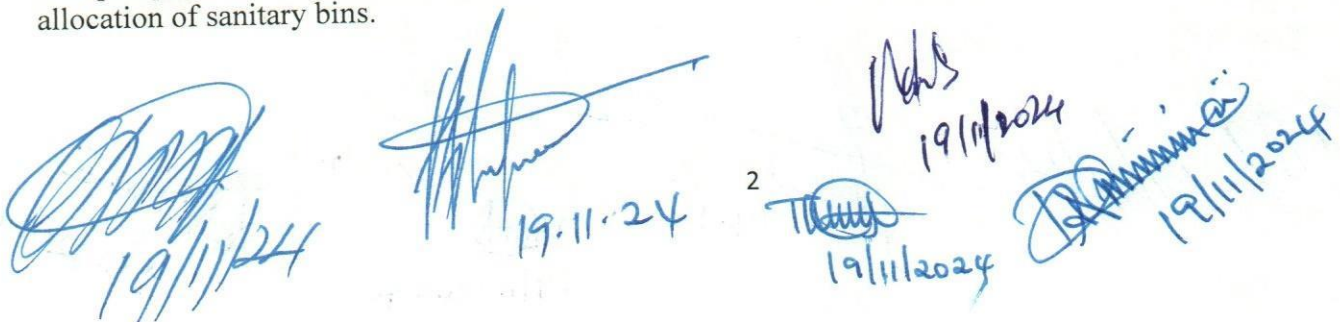
The Chairperson invited the prospective bidders present to seek clarifications and make enquiries that they might have arising from *Tender Document Tender No: PJS/017/2024-2025 PROVISION OF SANITARY BINS AND DISPOSAL SERVICES FOR THE PARLIAMENTARY SERVICE COMMISSION.*

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-17/PRE-BID/03/2024 – SITE VISIT


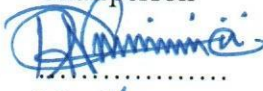
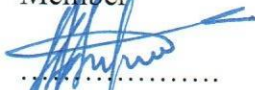


The prospective bidders were then taken around the parliament buildings and shown the buildings listed for allocation of sanitary bins.


  
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**MIN. NO. PJS/TENDER-17/PRE-BID/04/2024 – AOB**

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

**Confirmed and signed by:**

	<u>Sign</u>	<u>Date</u>
1. Mr. Gerald Odero, Senior HRM, Officer	 ..... Chairperson	19/11/24 .....
2. Mr. Dominic Malonza, Construction Mgt. Officer	 ..... Member	19/11/2024 .....
3. Mr. George Igweta, Senior HRM Officer	 ..... Member	19.11.24 .....
4. Mr. Naman Agengo, Security Officer	 ..... Member	19/11/2024 .....
5. Ms. Truphena Cherotich, Procurement Officer	 ..... Secretary	19/11/2024 .....