

REPUBLIC OF KENYA



PARLIAMENTARY SERVICE COMMISSION

MINUTES OF THE PRE-BID MEETING FOR TENDER NO: TENDER NO: PJS/018/2024-2025 PROVISION OF SHAMPOOING SERVICES AT BUNGE TOWER AND OTHER PARLIAMENT BUILDINGS LOT 1 LOT 2 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. | Augustine Oyaro | Superbroom Services | superbroom@gamil.com |
| 2. | Kevin Kiptoo | Dana Cleancare services | danaclean001@gmail.com |
| 3. | Joseph Chege | Soset shiners | soset@gmail.com |
| 4. | Philip Masioge | Paramax Cleaning | info@paramaxcleaning.co.ke |
| 5. | Agaga Aley | Liga Holdings | ligaholdings@gmail.com |
| 6. | Jeremiah Masese | Brooklyn Services | info@brooklyn cleaningservices.com |
| 7. | Esther Kibe | Biceven East Africa | bicevenea@gmail.com |
| 8. | Ann Mugwe | Klenox General Merchanttd | klenoxgeneralmerchanttd@gmail.com |

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| 9. | Zacharia Agingu | Hottap Enterprises | zacharialoo208@gmail.com |
| 10. | Leonard Sakwa | Garbage Hero | info@garbagehero.co.ke |
| 11. | Leonard Sakwa | Truepro solutions | info@garbagehero.com |
| 12. | Elizabeth Gitau | Villagemastar ltd | vmastar@gmail.com |
| 13. | Enock Mugata | Fluts international | enockmajonga@Tjproice.com |
| 14. | Jeremiah Omukule | Petal Hygiene | info@petalhygiene.co.ke |
| 15. | Beatrice Oduor | Envirocare General Agencies | envirocare2011@gmail.com |
| 16. | Rhoda Mwende | Smart home design | smarthomedesigns@gmail.com |
| 17. | Jackie Mukiungi | Pewin Drycleaners | drycleaners@pewin.co.ke |
| 18. | Winfred Kirigua | Pewin Drycleaners | winfredkirigua@pewin.co.ke |
| 19. | Edwin Mwangi | Pewin Drycleaners | |
| 20. | Ronald Achieng | Remarc Ltd | facilities@ermarecltd.com |
| 21. | Emmanuel Namsasi | Inhosse Kenya Solutions ltd | Infohossekenya.com |

AGENDA

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

MIN. NO. PJS/TENDER-18/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-18/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/018/2024-2025 PROVISION OF SHAMPOOING SERVICES AT BUNGE TOWER AND OTHER PARLIAMENT BUILDINGS LOT 1 LOT 2.*

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.



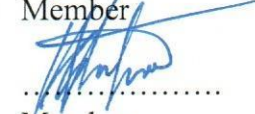


MIN. NO. PJS/TENDER-18/PRE-BID/03/2024 – SITE VISIT

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

MIN. NO. PJS/TENDER-18/PRE-BID/04/2024 – AOB

There was 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 |