

MINUTES OF THE PRE-BID MEETING FOR SUPPLY, INSTALLATION, CONFIGURATION AND COMMISSIONING OF WI-FI SOLUTION FOR BUNGE TOWER HELD ON 31ST OCTOBER, 2024 AT 2ND FLOOR BOARDROOM PROTECTION HOUSE AS FROM 11.00 A.M.

Members Present

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| 1. Mr. Polycarp Oluoch, Ag. Chief ICT Officer | Chairperson |
| 2. Mr. Shadrack Kaberia, Senior Librarian | Member |
| 3. Mr. Benard Langat, Procurement Officer | Secretary |
| 4. Ms. Gumato Bonaya, Procurement Officer | Secretariat |
| 5. Ms. Damaris Bitengo, Office Assistant | Secretariat |

Absent with apology

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| 1. Ms. Maryanne Karanja, ICT Officer | Member |
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FIRM'S REPRESENTATIVES PRESENT.

S/NO.	FIRM'S REPRESENTATIVE	FIRM'S NAME	E-MAIL ADDRESS
1.	Mr. Kevin Kipruto	Tritel Technologies	kkipruto@tritel.co.ke
2.	Mr. Collins Lugonja	Tritel Technologies	collinslugonja@tritel.co.ke
3.	Mr. Le'Roy Koske	Niron Technologies	info@niron.co.ke
4.	Mr. Philip Okoko	Jo World Agencies	philip@joworld.co.ke
5.	Mr. Edwin Oria	Daily Risers Contractors Limited	Dailyriserscontractors@gmail.com
6.	Ms. Sharon Chepkemoi	Sapashe Group Limited	info@sapashe.com
7.	Mr. Amos Rono	Frontier Optical Networks Limited	customercare@fon.co.ke/ amos.rono@fon.co.ke
8.	Mr. Stephen Kogo	Saava Engineering Limited	info@saava.co.ke
9.	Ms. Teresa Wangari	Agile Business Technologies Limited	teresa@agiletechnologies.co.ke
10.	Mr. Dennis Irungu	Jamii Telecommunications Limited	eauko@jtl.co.ke/tenders@jtl.co.ke
11.	Mr. Eric Ouko	Jamii Telecommunications Limited	info@jtl.co.ke/tenders@jtl.co.ke

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S/NO.	FIRM'S REPRESENTATIVE	FIRM'S NAME	E-MAIL ADDRESS
12.	Sammy Kimutai	Sapashe Group Limited	info@sapashe.com Sammy.kimtai@sapashe.com
13.	Kisia Fred	Computerways Limited	info@computerways.co.ke
14.	Reuben Lagat	Adpower Limited	info@adpower.co.ke
15.	Sydney Ng'etich	Agile Business Solutions Limited	info@agilebiz.co.ke
16.	Joseph Obare	Teledata Technologies Limited	info@teledataafrica.com
17.	Edwin Charanze	Libinstar Enterprises Limited	info@libinstarenterprises.co.ke
18.	Naomi Muraya	Nightigale E.A Limited	nightigale@nightigale.co.ke
19.	Duncan Gitau	Com Twenty One Limited	info@com21.co.ke
20.	Daniel Kariuki	Liquid Intelligent Technologies	daniel.kariuki@liquid.tech
21.	Chris Juma	Dataways Technologies Limited	dataway@gmail.com
22.	Christine Ngobu	Specicom Technologies Limited	christinengobu@specicom.co.ke
23.	Jack Ogunda	Next Technologies	jack@next.co.ke

Agenda

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

Min. No. PJS/012/Pre-bid/01/2024 – Opening remarks

The Chairperson called the meeting to order at 11:00am. He welcomed all the Committee members present and the firm's representatives to the meeting. The meeting started with a word of prayer from a member, Mr. Shadrack Kaberia. The chairperson then went ahead to elaborate the purpose of the meeting, with the main one being, receiving of any clarifications or queries from the prospective bidders touching on the subject tender.


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Min. No. PJS/012/Pre-bid/02/2024 – Pre-bid

The Chairperson invited the prospective bidders present to seek clarifications and ask any questions they might have arising from *Tender Document No: PJS/012/2024-2025*.

The following questions and accompanying responses arose as follows:

Prospective Bidder	Questions	Answers
PB 1	A prospective bidder inquired on the number of the committee rooms in the building.	The Committee hereby informs the prospective bidders that the number of committee rooms at Bunge Tower are 26 (twenty-six) in number.
PB 2	A prospective bidder made an enquiry on whether a floor plan for Bunge Tower can be availed to them for purposes of adequate response to the bid.	The Committee informed the prospective bidders that the floor plan for Bunge Tower can be availed upon an official request and with prior arrangements with the procurement office in liaison with the Chief Engineer during official working hours(8.00am-5.00pm)
PB 3	A prospective bidder sought clarification on the need to understand the Bill of Quantities	The Committee informed the prospective bidders that the Bill of Quantities in the tender document were adequate and a true reflection of the Wi-Fi solutions' need by the procuring entity.
PB 4	A prospective bidder sought clarification on whether clean power was provided.	The Committee informed the prospective bidders that clean power is provided for at the Bunge Tower.
PB 5	A prospective bidder sought clarification on whether there was a preferred brand of the Wi-Fi solution being sought.	The Committee informed the prospective bidders that there is an existing controller and therefore, the solution should be compatible and managed by it.

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PB 6	A prospective bidder made an inquiry on whether the tender submission deadline can be extended by another 7 (seven) days.	The Committee informed the prospective bidders that the clarification would be issued after consultation with the management. Due to the urgency of the subject procurement, tender submission deadline shall not be extended. The prospective bidders are hereby advised to work within the timelines as stipulated in the tender document.
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The Committee advises the prospective bidders to adhere to the timelines and deadline of submission of the documents. The prospective bidders signed an attendance register circulated amongst them and thereafter proceeded for a site-visit. The areas earmarked for site visit at Bunge Tower are as follows;

- Server room at first floor.
- Committee Rooms.
- Restaurant at fourth floor.
- Gym.
- 6th Floor to 23rd floor.

For the areas mentioned which the team could not visit, the prospective bidders were informed that the floor plan and layout was the same as the ones they were able to physically visit.

Min. No. PJS/012/Pre-bid/03/2024- AOB.

There being no any other business, the meeting was adjourned at 1.30 p.m. and the bidders left at their own pleasure.

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Confirmed and signed by;

1. Mr. Polycarp Oluoch, Ag.Chief ICT Officer

Signature


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Chairperson

Date


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2. Mr. Shadrack Kaberia, Senior Librarian


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Member


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3. Mr. Benard Langat, Procurement Officer


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Secretary


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