

REPUBLIC OF KENYA



PARLIAMENTARY SERVICE COMMISSION

MINUTES OF THE PRE-BID MEETING FOR PROVISION OF FOREIGN TRAVEL INSURANCE COVER FOR MEMBERS OF PARLIAMENT AND STAFF OF PARLIAMENTARY SERVICE COMMISSION HELD ON 6TH NOVEMBER, 2024 AT 2ND FLOOR BOARDROOM PROTECTION HOUSE AT 11.00 A.M.

MEMBERS PRESENT

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|---|-------------|
| 1. Mr. Geoffrey Onchiri, Principal Security Officer | Chairperson |
| 2. Ms. Magret Bondi, Senior Human Resource Officer | Member |
| 3. Mr. Benard Kipsanai, HRM Officer | Member |
| 4. Mr. Edwin Rono, Procurement Officer | Secretary |
| 5. Mr. Eric Moochi, Office Assistant | Secretariat |

IN ATTENDANCE

- | | |
|------------------------|---------------------|
| 1. Mr. Jonathan Agunda | Procurement Officer |
| 2. Ms. Mary Mutai | Procurement Officer |
| 3. Ms. Ann Wairimu | Attachee |
| 4. Ms. Florence Bosire | Attachee |

FIRMS' REPRESENTATIVES PRESENT.

S/NO.	FIRM'S REPRESENTATIVE	NAME OF FIRM	E-MAIL ADDRESS
1.	Ms. Irene Wairimu	Geminia Insurance	irenegachaga@geminia.co.ke

AGENDA

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

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MIN. NO. PJS/005/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 representatives of the prospective bidder to the meeting. The meeting started with a word of prayer from one of the attendees. The Chairperson then went ahead to elaborate the purpose of the meeting, with the main one being, receiving of any queries or clarifications from the prospective bidders touching on the tender exercise.

MIN. NO. PJS/005/PRE-BID/02/2024 – PRE-BID PROCESS

The Chairperson invited the prospective bidder present to seek clarifications and make enquiries that they might have arising from Tender Document **Tender No: PJS/005/2024-2025** for Provision of Foreign Travel Insurance Cover for Members of Parliament and Staff of the Parliamentary Service Commission.

The prospective bidder was satisfied by the tender document and she didn't seek any clarification but if need be she will do so via email before the tender closing date.

The prospective bidder was advised to adhere to the instructions in the tender document and if they need any clarification they can send an email to the provided address two days before the tender closing date. The prospective bidder wrote down contact details on an attendance register.

MIN. NO. PJS/005/PRE-BID/03/2024 – AOB AND ADJOURNMENT

There was no any other business. The meeting was adjourned at 11.35 a.m.

Confirmed and signed by:

	<u>Sign</u>	<u>Date</u>
1. Mr. Geoffrey Onchiri, Chairperson 06/11/2024
2. Ms. Magret Bondi, Member 06/11/2024
3. Mr. Benard Kipsanai Member 06/11/2024
4. Mr. Edwin Rono Secretary 06/11/2024