

**MINUTES OF PRE-CONFERENCE MEETING FOR THE PROPOSED REPAIR, MAINTENANCE, SUPPLY AND DELIVERY OF SPARE PARTS FOR KITCHEN EQUIPMENT- TENDER NO. NA/OT/010/2024-2025 ON 17<sup>TH</sup> FEBRUARY, 2025 AT MAIN PARLIAMENT BUILDINGS 11:00AM.**

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**Present:**

1. Mr. Morrice M. Shilungu – Procurement Officer
2. Mr. Geoffrey Muhambi – Senior Charge hand

**Firms Representative Present**

| S/NO | NAME              | COMPANY                    | ID/ PASSPORT No. | TELEPHONE No. |
|------|-------------------|----------------------------|------------------|---------------|
| 1.   | Hari Shankarsignh | Shieffield Steel Sytem Ltd | 102.....54       | 011.....85    |
| 2.   | Elizabeth Khussi  | Shieffield Steel Sytem Ltd | 146.....25       | 0711.....32   |
| 3.   | Judith Opanga     | Essential Apparatus Ltd    | 21.....66        | 0721.....09   |
| 4.   | Lazarus Njagi     | Goodluck Logistics Ltd     | 95.....05        | 0713.....05   |
| 5.   | John Wesonga      | Vemash Investment Ltd      | 39.....55        | 0718.....91   |
| 6.   | Amos Nthuku       | Wal-Asri Enterprises Ltd   | 36.....31        | 0706.....36   |
| 7.   | George Ndungú     | Geoelectromech Limited     | 13.....71        | 0722.....96   |

**Agenda**

1. Opening Remark
2. Pre- bid
3. Site visit
4. A.O.B

*GA 18/02/2025*

### **MIN: NO 1: NA/010/2024-2025 OPENING REMARKS**

The meeting was called to order by Mr. Morrice at 11.20a.m and welcomed the representatives of the prospective bidders to the meeting.

### **MIN: NO 2: NA/010/2024-2025 PRE- BID**

The firms' representatives were taken through the bidding document and invited to seek clarifications and make enquiries they might have.

The prospective bidders were advised to adhere to the instructions in the tender document.

### **MIN : NO 3: NA/010/2024-2025 SITE VISIT**

The prospective bidders were then taken around the following Kitchen facilities:

- a) Main Parliament Kitchen and Restaurant at Main Parliament Building
- b) Kitchen and Restaurant at Continental House
- c) Kitchen and Restaurant at Bunge Tower

After the exercise the members converged at the Main Parliament new wing restaurant to air their closing remarks, which were captured and response provided as follows;

- i. M/s Shieffield Steel Sytem Ltd representative sort to be informed on whether the minor works is to be quoted as a lumpsum value.
- ii. M/s Goodluck Logistics Limited representative requested for the extension of the submission time.
- iii. M/s Shieffield Steel Sytem Ltd representative while going round noticed some equipment which were not in the tender document.
- iv. M/s Shieffield Steel Sytem Ltd representative sort for clarification whether the tender can be awarded in lots i.e Mechanical or electrical.

**Responses**


- i. The tenderers to quote for the other works as per unit of measure indicated in the tender document which shall be used to ascertain the overall cost of works as and when need arise.
- ii. Putting into consideration of all other factors prevailing the time provided in the tender document the closing/opening date shall remain the same i.e 20<sup>th</sup> February, 2025.
- iii. The items not captured in the tender document are still on warranty of one year hence not to be considered in this process.
- iv. The tender to be awarded to a single responsive bidder

**MIN : NO 4: NA/010/2024-2025 A.O.B**

There being no other business, the meeting adjourned at 1:30 p.m.

**Confirmed by:**

Mr. Morrice M. Shilungu .....  ..... Date 18/02/2025

Mr. Geoffrey Muhambi .....  ..... Date 18/02/2025

