



REPUBLIC OF KENYA

PARLIAMENT

THE NATIONAL ASSEMBLY

MINUTES OF THE PRE-TENDER CONFERENCE MEETING FOR SUPPLY AND DELIVERY OF BRAND NEW OFFICE FURNITURE; TENDER NO. NA/OT/013/2024-2025 HELD ON 06TH MARCH, 2025 AT THE BOARDROOM ON 13TH FLOOR, PROTECTION HOUSE AS FROM 11.00 A.M.

Members Present

- | | |
|--|-------------|
| 1. Ms. Perpetual Muiga, First Clerk | Chairperson |
| 2. Ms. Mary Kibet, Accountant | Member |
| 3. Mr. Geoffrey Muhambi, Senior Charge-in-Hand | Member |
| 4. Ms. Everlyne Wang'ombe, Procurement Officer | Secretary |
| 5. Ms. Victoria Wanje, Procurement Officer | Secretariat |

FIRM'S REPRESENTATIVES PRESENT.

S/NO.	FIRM'S REPRESENTATIVE	FIRM'S NAME	E-MAIL ADDRESS
1.	Teresa Maina	M/s Nirig International	info@niriginternational.net
2.	Bonface Mavindu	M/s Nirig International	bonifacemavindu58@gmail.com
3.	Martin Otiti	M/s Saraj Kenya Limited	info@sarajkenya.com
4.	Joshua Gitau	M/s Dignity Furniture	info@dignity.co.ke
5.	S. Muna Njenga	M/s Victory Trading Co. Ltd	purchasing@victorytrading.co.ke

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6.	Nancy Njeri	M/s Bevaj Furniture Limited	info@bevaj.com
7.	James K. Wambua	M/s Trizzling General Supplies Limited	trizzlinggeneralsupplies@gmail.com
8.	Rodah Mwenda	M/s Kanja Solutions Ltd	kanjasolutions21@gmail.com
9.	Wilson Agawo	M/s Eastken Global Ltd	info@eastkenglobal.co.ke
10.	Wilson Agawo	M/s Pazar Holdings Ltd	pazarholdings@gmail.com
11.	Delfine Obure	M/s Blackwood Ltd	blackwoodltd@gmail.com
12.	Catherine Kariuki	M/s Vintage Options Ltd	optionsvintage@gmail.com
13.	Benard Langat	M/s Furniture Elegance Ltd	furniture.elegance@gmail.com
14.	Brian Kimeli	M/s Jodiah Investment Ltd	jodiahinvestmentltd@gmail.com
15.	Susan Wangari	M/s Perfect Choice Ent Ltd	perfectchoice874@gmail.com
16.	Giannis Mong'are	M/s Jomovo Investment Ltd	giannismogotu@gmail.com
17.	Emily Kituli	M/s Trixie Kenya Ltd	Trixiekenyalimited@gmail.com
18.	Joan Wesonga	M/s Yemash Investments Ltd	yemashinvestments@gmail.com
19.	Ramadhan Barasa	M/s Pegira Holding Ltd	info@pegiraholdings.com
20.	Ramadhan Barasa	M/s House of Eleck Ltd	work@eleck.com
21.	Ramadhan Barasa	M/s Cayiar Holdings Ltd	info@cayiarholdings.com
22.	Abdul Sheikh	M/s Nirig International	info@nirig.net
23.	Simon Kibiru	M/s Fast Choice Ltd	sales@fastchoiceke.com
24.	Giannis Mong'are	M/s Tigogiannis Ent. Ltd	giannismogotu@gmail.com
25.	Abdiwehi Degow	M/s Foxton Ventures Ltd	foxtonventuresltd@gmail.com
26.	Victor Kabete	M/s Rufiji Agencies Ltd	rufijiagenciesltd@gmail.com
27.	Joseph Njoroge	M/s Lenkel Ventures	klenox1@gmail.com
28.	Joseph Njoroge	M/s Leyvann Ventures	klenox1@gmail.com
29.	Nelson Mujivane	M/s Stimal Office Supplies Ltd	stimaloffice@yahoo.com

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30.	Wesley K. Tanui	M/s Paristar Ent. Ltd	paristarenterprisesltd@gmail.com
31.	Wesley K. Tanui	M/s Kiptesot Ent Ltd	kiptesotenterprises@gmail.com
32.	Wesley K. Tanui	M/s Gldfive Ventures Ltd	gldfiveventurescompanyltd@gmail.com
33.	Wesley K. Tanui	M/s Koigat Investments Ltd	koigatltd@gmail.com
34.	Kevin Kimuyi	M/s Narella Holdings Limited	narella@narellaholdings.com
35.	Gilbert Koskei	M/s Lodajots Ent. Ltd	lodajots16@gmail.com
36.	Mary Mogeni	M/s Kaka General Investments Ltd	kakageneralinvestments@gmail.com
37.	Purity Munyi	M/s MIBM Ltd	msales@munshiram.com
38.	Vincent Kiplimo	M/s Shonzawa Ventures Limited	shonzawaventuresltd@gmail.com
39.	Aaron Mweu	M/s Jaysoden Ventures Ltd	jaysodenventuresltd@gmail.com

Agenda

- 1. Opening Remarks**
- 2. Pre-bid**
- 3. Any Other Business**

MIN. NO. NA/OT/013/2024-2025/PRE-TENDER/01- OPENING REMARKS

The Chairperson officially called the meeting to order at 11:00 AM, extending a warm welcome to all Committee members and the firm's representatives in attendance. The meeting began with a prayer led by Ms. Everlyne Wang'ombe, followed by a round of introduction of all present members. The Chairperson then outlined the main objectives of the meeting, emphasizing the primary goal of addressing any queries or requests for clarification from the prospective bidders regarding the tender process. Additionally, she provided a brief overview of the items as specified in the tender document.

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MIN. NO. NA/OT/013/2024-2025/PRE-TENDER/02- PRE-BID

The Chairperson invited the prospective bidders in attendance to ask for any clarifications or raise any questions they had regarding **Tender Document No: NA/OT/013/2024-2025**. She encouraged them to address any uncertainties or concerns they may have had related to the document.

The following questions and accompanying responses were given:

Prospective Bidder	Questions	Answers
	Description	
PB 1	Prospective bidders sought clarification on the exact amount of the tender security.	The bidders were informed that the Tender Security amount and currency shall be Kshs. 500,000.00 (Kenya Shillings Five Hundred Thousand Only) in form of a Bank guarantee from a bank licensed and operating in Kenya or an insurance Company approved by Insurance Regulatory Authority (IRA) and listed by Public Procurement Regulatory Authority (PPRA), valid for thirty (30) days beyond the validity of the tender (154 days) shall be submitted by prospective bidders. This shall be in the format provided in the tender document.
PB 2	Prospective bidders sought clarification on the pictures of the furniture items.	The bidders were provided with a pictorial document of the furniture items and were informed that the document would be sent to their recorded emails.

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The Committee advised the prospective bidders to ensure they included the Capacity Building Levy as stipulated by the Public Procurement Regulatory Authority (PPRA) in Circular No. 1/2024. This levy amounts to 0.03% of the total contract value and must be accounted for in their bids. Additionally, the bidders were reminded to strictly adhere to the established timelines and the final deadline for the submission of their tender documents. After these important points were clarified, the prospective bidders were asked to sign the attendance register, which was circulated among them for this purpose.

MIN. NO. NA/OT/013/2024-2025/PRE-TENDER/03- AOB

There was no any other business.

MIN. NO. NA/OT/013/2024-2025/PRE-TENDER/04- ADJOURNMENT.

There being no any other business, the meeting was adjourned at 11:45a.m. and the bidders left at their own pleasure.

Confirmed and signed by;

1. Ms. Perpetual Muiga, First Clerk Assistant

 6/3/25

Chairperson

2. Ms. Mary Kibet, Accountant

 6/3/25

Member

3. Mr. Geoffrey Muhambi, Senior Charge-In-Hand

 06/03/2025

Member

4. Ms. Everlyne Wang'ombe, Procurement Officer

 06/03/2025

Secretary

Assorted office furniture.

**1. Executive
Office desks.**







**2.Workstation
Office desks.**







**3. Executive
Leather sofa.**







**4. Executive
Office chairs.**







**5. Office visitors
Chairs.**







**Executive
Meeting
Table.**



**Executive
Meeting
Table.**



**Fireproof
Cabinet.**



**Fireproof
Cabinet.**



**Fireproof
Cabinet.**



**4-drawer
Lockable
Cabinet.**



**Lockable
cabinet.**



**Coffee
Table.**



**Coffee
Table.**



**Coffee
Table.**



**Coffee
Table.**



**Coat
Hanger.**



**Coat
Hanger.**



**Coffee
Stool.**



**Coffee
stool**



**Coffee
Stool.**



**Coffee
Stool**



**Two door
Office wardrobe.**



**Two door
Lockable wardrobe.**



**Ergonomic
Office Chair.**



Ergonomic office Chair



