



THE SENATE

PARLIAMENT OF KENYA

MINUTES OF THE PRE-BID COMMITTEE MEETING FOR TENDER REF. NO.SEN-RT-064-2024-2025 FOR PROPOSED SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION, COMMISSIONING AND MAINTENANCE OF AN INTEGRATED MULTI-MEDIA DIGITAL CONGRESS SYSTEM FOR THE SENATE OF KENYA HOSTED AT 2ND FLOOR BOARDROOM, PROTECTION HOUSE, SENATE CHAMBERS AND SENATE COMMITTEE ROOM 5 IN PARLIAMENT BUILDINGS, NAIROBI HELD ON 22ND APRIL, 2025 AT 10.26 AM.

Members present.

1.Mr. Enock Bosire, Chief ICT Officer	Chairperson
2.Ms. Maryanne Karanja, Senior ICT Officer	Member
3.Mr. Job Wambulwa, Legal Counsel	Member
4.Mr. Tony Kinyua, Inspector I, Electrical	Member
5.Mr. Stephen Tayari, Procurement Officer	Secretary

Absent with apology

1.M/s. Ruth Nang'ole, ICT Officer	Member
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Invited bidders' representatives in attendance

- 1.Mr. Joel Obooka - Bosch Dicentis System
- 2.Mr, Kaema S. Peter - Televic Conference System
- 3.Mr. Phin Omondi - Interquip Solutions Ltd
- 4.Mr. Edward Atang'a - Tycho Consulting Limited
- 5.Mr. Lloyd Kenyanya - Wonder Ken-Sotho Tech (Pty) Limited
- 6.Mr. Amos Odidi - Wonder Ken-Sotho Tech (Pty) Limited
- 7.Mr. Shaaban Ibrahim - Qarandeer Limited

MINUTE NO. 01/RT/064/2024-2025 - Introductions

The chairperson called the meeting to order at 10.26 am and this was followed immediately by a word of prayer led by Ms. Maryanne Karanja. Thereafter, self-introductions followed with the bidders' representatives going first and the Senate Committee members concluding.

The chairperson gave an introduction of the Project being tendered - that the Senate wishes to revamp its chambers Digital Congress System as detailed in Tender Document already shared with the invited bidders.

The Committee and bidders then proceeded to the chambers for site survey.

MINUTE NO. 02/RT/064/2024-2025 - Agenda

The agenda of the meeting as contemplated in the tender document was as follows: -

- a) Queries from bidders on the tender document
- b) Site survey
- c) Any other business

MINUTE NO. 03/RT/064/2024-2025 - Bidders' queries and clarifications given

The following queries were raised during site survey and also at Senate Committee room No. 5 where the Committee settled for a Question-Answer session on the subject Tender :-

S. No.	Query	Answers provided by the Committee
1.	Who will bear the costs of decommissioning the current system infrastructure?	The cost of decommissioning shall be borne by the successful bidder.
2.	Given that the assignment will require cabling and trunking to link up equipment, this will inevitably involve dismantling of wooden planks, carpets and other covering infrastructure. Restoration of the infrastructure after installation of cables had not been factored in the bid document and therefore it was not clear who would bear the cost of restoration of dismantled infrastructure.?	Any cost restoration of any damaged furniture shall be borne by the successful bidder.
3.	Extension of deadline for submission of bids from 28 th April 2025 to 8 th May 2025	Deadline for submission of bids has been extended from 28 th April ,2025 at 11.00 am (East Africa time) to 5 th May, 2025 at 11.00 am (East Africa Time)
4..	How is enhancement of software security structured for the system.	Already there is in place firewall software protecting current ICT infrastructure. Successful will be expected to include enhancement of protective software.
5.	Provision of data points in the chamber	Data points already exist in the chambers
6.	Is Senate on clean power? What is the significance of the Uninterrupted Power	Yes, Senate is on Clean Power and the UPS requirement will sit to complement.

	Supply?	
7.	Of what quality (8k or which range) are the required Cameras?	The required Cameras are of 4k quality.
8.	It was noted that technical specifications appear to favor specific manufacturers ?	Indeed, the quality of some equipment might appear to be manufacturer-specific. The justification is to guarantee uninterrupted functionality and wholesome quality of the entire integrated system. Further, one-stop-shop supplier type is preferred for easy of supply of spares in provision of post-warranty maintenance services. Any manufacturer with such Specifications/capability or equivalent is acceptable.
9.	Whether bidders are required to indicate YES or NO in the preliminary evaluation criteria.	No they should not insert any remarks. This is for use by the Senate's evaluation committee only.
10.	A mandatory evaluation criterion required that bid document be sequentially serialized and properly bound. Is there any preferred binding style such as spiral or tape binding?	There is no preferred binding style or serialization/pagination format. Rather, the aim is to have a self-protecting tender document.
11.	Under Technical evaluation criteria relating to assessment of similar systems handled, it was noted that the financial ceiling of Kshs 100 million for five contracts was too high considering the economic slump the country has been for quite some time. Is it possible to adjust the ceiling downwards?	Awarding of scores/marks under this criterion shall be prorated.
12.	Under Technical evaluation criteria on firm's capacity, recommendation letters specific to the tender are required. It was indicated that getting such letters especially from government agencies is difficulty and requires more time. Bidders requested if general recommendation letters or completion certificates could be allowed?	The issue of the difficulties in obtaining recommendation letter was considered and the extension of the deadline for submission was aimed to provide sufficient time for obtaining the recommendation letters which should be specific and relevant to the subject tender.
13.	Under mandatory technical evaluation criteria, what should bidders insert in the blank spaces in the last two columns (YES/NO)? What would a 'No' mean if filled as such?	Bidders should indicate Yes, should they indicate 'NO' and offer an alternative, they should provide elaborative appropriate comments (brand or similar details) in the Remarks column about their offer.
14.	Quantity of interpretation kits in the bills of quantity reads 100.	The correct quantity is 10 and bidders should adjust the quantity accordingly as they bid to secure correctness of calculations.
15.	Whether interpretation kits will require to be installed.	Yes
16.	How many languages for interpretation is provided for?	Number of languages not provided but is estimated to be less than 10.
17.	Trainings - Technical, Operational, and End -	That knowledge transfer through trainings

	User	to be structured in the three dimensions - technical, Operational and end-user.
18.	Documenting the System	Comprehensive documenting of the integrated system is a mandatory output of the system and should be provided during in complete set by the time of System Commissioning.
19.	Senate Calendar considering sessions and recesses will affect implementation of the assignment.	Implementation of the assignment will not take place during the Senate sessions. Therefore the time available to implement the assignment is erratic and have to ensure the chamber operations run.
20.	Could contractor be allowed to work at night?	Yes, working at night can be facilitated.
21.	Quoting for the assignment to be exclusively in Kenya shillings.	Bidders to quote in Kenya Shillings only
22.	Bidder to provide a list of commonly used spares and consumables in provision of post-warranty system maintenance services. Along with their current indicative prices.	Bidders required to provide the system maintenance background requirements to commit manufacturers to avail those spares during the lifespan of the system.

MINUTE NO. 04/RT/064/2024-2025 - A.O.B.

Each of the six firms who sent representatives for the pre-bid meeting which also included site survey were issued with a duly signed and stamped site visit form.

MINUTE NO. 05/RT/064/2024-2025 - Adjournment

There being no other business, the meeting was adjourned at 1.24pm.

Committee's guide

That the above clarifications to the listed queries are an integral part of the subject Tender and will be used as applicable and appropriate during evaluation to assess a responsiveness of bids.

Confirmation

That above record is a true reflection of the proceedings of the meeting on the said date.

	Signature	Date.
1.Mr. Enock Bosire, Chief ICT Officer (Chairperson)
2. Ms. Maryanne Karanja, Senior ICT Officer (Member)
3.Mr. Job Wambulwa, Legal Counsel (Member)
4.Mr. Tony Kinyua, Inspector I, Electrical (Member)

5.Mr. Stephen Tayari, Procurement Officer

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(Secretary)