

MINUTES OF THE PRE-BID AND SITE VISIT FOR THE TENDER FOR PROVISION OF LANDSCAPING AND GARDENING SERVICES FOR A PERIOD OF TWO YEARS: TENDER NO. NA/OT/022/2025-2026 HELD ON 15TH APRIL 2026 AT 11.00AM AT PROTECTION HOUSE, 13TH FLOOR AND THE MAIN PARLIAMENT GARDENS

Members Present:

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| 1. Mr. Geoffrey Muhambi, Senior Charge Hand | Chairperson |
| 2. Ms. Everlyne Wang'ombe, Supply Chain Management Officer | Secretary |

Firms' Representative Present

S/No.	Firm's Representative	Firm Name
1.	Ms. Roda Mary Muiruri	Homes & Nature
2.	Ms. Loureen Watiti	Increva Limited
3.	Mr. Ramadhan Barasa	Increva Limited
4.	Mr. Leonard Sakwa	Garbage Hero Limited
5.	Mr. Leonard Onyango	Truepro Solutions
6.	Mr. Jeremiah Masese	Brooklyn Cleaning Services Limited
7.	Mr. Chris Otieno	Samabigvo Engineering Consultants
8.	Mr. Daniel Baraka	Dechrip EA Limited
9.	Mr. Dennis Mulondu	Kamtix Company Limited
10.	Mr. Julius Kabere Muriithi	Villange Masters Limited
11.	Mr. Michael Kipkoech	Super Broom Services Limited
12.	Mr. Daniel Wambua	Liga Holding Limited
13.	Mr. Beatrice Oduor	Envirocable General Agencies Limited
14.	Mr. Nahaman Kenyaga	Fanikiwa Innovation Technology
15.	Ms. Jane Kalunda	Watema Spring Limited
16.	Ms. Beatrice Mboya	Interwaste Environmental Solutions

Agenda

1. Opening Remarks
2. Pre-bid
3. Site Visit
4. AOB

Min.No.01/NA/OT/022/2025-2026 – Opening Remarks

The chairperson called the meeting to order at 11.10am. He welcomed all the members and bidder's representatives present. Brief introduction was followed. He went ahead to elaborate the purpose of the meeting with the main one being to receive any queries or clarifications from the prospective bidders.

Min.No.02/NA/OT/022/2025-2026 – Pre-Bid

The chairperson invited the prospective bidders present to seek clarifications and ask any questions they might have regarding the tender. The bidders were taken through the mandatory preliminary evaluation criteria, the technical evaluation criteria and the scope of service. The following questions and accompanying response arose as follows:

Prospective Bidder	Question	Clarification
PB 1	A question was raised on Mandatory requirement No.16 on the tender document that is asking for evidence that the firm is Social Health Compliant (SHA) for the last six months	It was noted that SHIF compliance certificate is issued yearly upon request and the statement can only be monthly.

The bidders were informed that an addendum would be issued and uploaded on the parliamentary website to replace the requirement.

Min.No.03/NA/OT/022/2025-2026 – Site Visit

The bidders were taken to the main parliament building for a site visit of the areas and buildings required for the landscaping and gardening services which are as follows:

NO.	Sections	Unit	Amount
1	Restaurant Gardens (<i>Legco Gardens</i>)	SM	1900
2	Speaker's Gardens (<i>Former Media Center</i>)	SM	450
3	Rear Parking Gardens	SM	1850
4	Ablution Block Gardens	SM	200

5	Public Gallery Gardens	SM	550
6	Minister's Parking Gardens		
	A (Adjacent to Chamber)	SM	1050
	B (Center gardens)	SM	320
	C (Contains Statue)	SM	260
	D (Adjacent to Powerhouse)	SM	160
7	Senate Gardens		
	A (Roundabout)	SM	80
	B (Senate entrance)	SM	550
	C (Public Gallery)	SM	300
	D (Ablution gardens)	SM	570
	E (Adjacent to Gate C)	SM	850
	F (Adjacent to Water Tank)	SM	450
	G (Triangular gardens)	SM	388
	Total Gardens Area	SM	9928
8	Main Parliament Building Potted plants and Flowers	No.	100

Min.No.04/NA/OT/022/2025-2026 – AOB

The bidders were requested to read carefully the scope of works as specified in the tender document. They were requested to ensure that their bid documents are serialized and paginated at the point of submission. They were requested to adhere to the timelines and deadline of submission of the tenders. The bidders were further advised in case of any question arising from the tender they should be raised on the official email indicated on the tender document.

Min.No.04/NA/OT/022/2025-2026 – Adjournment

There being no other business the meeting was adjourned at 12.45pm.

Minutes confirmed and signed by:

1. Mr. Geoffrey Muhambi, Senior Charge Hand Signature:  Date: 15/04/2026
Chairperson

2. Ms. Everlyne Wang'ombe, SCM Officer II Signature:  Date: 15/04/2026
Secretary