

**MINUTES OF THE PRE-TENDER SITE VISIT MEETING FOR TENDER NO. NCCASB/OT/14/11/2022 - 2023 FOR PROVISION OF COMPREHENSIVE OFFICE CLEANING AND GARBAGE COLLECTION SERVICES TO NAIROBI CITY COUNTY ASSEMBLY FOR A PERIOD OF TWO YEARS HELD ON 11<sup>TH</sup> NOVEMBER, 2022 AT 11.00 A.M. AT NAIROBI CITY COUNTY ASSEMBLY MEMBERS LOUNGE**

**NCCA REPRESENTATIVES**

- |                          |             |
|--------------------------|-------------|
| 1. Ms. Magdalene Wanyama | Chairperson |
| 2. Ms. Gladys Mwendwa    | Secretary   |

**TENDERERS' REPRESENTATIVES PRESENT**

No.	NAME	FIRM
1	Jane Njue	APAdonai Global Systems Ltd
2	Susan Muia	Suert Maseketa Ltd
3	Erick Kwamboka	Technofeel Ltd
4	Charles Amuwai	Modason Cleaners Furnishers and Supplier Ltd
5	Deriel Aende	Emri Suppliers
6	Benedict Musee Kivindo	Mwewe Cleaners and Fumigation Services
7	Felta Nyachama Maina	Felduke Solutions
8	Naomi Wairimu	Zap Cleaners Ltd
9	Sally Sotsi	Kanma Homecare Services Limited
10	Geoffrey Jomo	The Gardens and Wedding Centre Limited
11	Julius Onyango	Limah East Africa Limited
12	Muchiri W Ruth	Freshlilies Hygiene Service Limited
13	Maryneila Margret	Spec & glow Cleaning solutions Limited
14	Samson Gitu	Kamtix Cleaners Company Ltd
15	Leonard Sagwa	Hever the Company Ltd
16	Stephen	
17	Jackline Mutono	Aimat Company
18	Fredrick Mbogo Njiru	Mason Services Limited
19	Anne Ndinda	Teule Creations Limited
20	Julius Mutua Charles	Oneway Cleaning Services Ltd
21	Collins Wandera	Sender Services Company
22	Karani Giting'a	Kisima Cleaning Services Ltd
23	Rodha Achieng	Cherumewa Investment Ltd
24	James Oyier Wayaga	Digital Cleaner Complex Ltd
25	Kendy Ochieng	Treven Cleaners Ltd
26	Robai Sitii	Colnet Limited
27	Joel Muthengi	Licious Events Company Limited

## AGENDA

1. Site visit consultations
2. A.O.B

### Min. No. PR-M/01/11/11/2022/2023: OPENING REMARKS

The Administration Officer called meeting to order at 11.00 a.m. and welcomed the prospective Tenderers' representatives to the meeting.

### Min. No. PR-M/02/11/11/2022/2023: BACKGROUND INFORMATION

The Administration Officer explained to those present that the pre-tender site visit was organized to allow the prospective bidders to inspect cleaning areas as stated in the tender document, interact with the procuring entity and seek clarifications on the areas in the tender document that were not clear. It also allowed prospective bidders to give their views with regard to the document.

The prospective bidders were also informed that minutes of the meeting and clarifications would be uploaded in the Assembly's website. They were further informed that they can still seek clarifications in writing using the provided email to reach the Procuring Entity not later than three (3) days prior to the deadline for the submission of tenders as outlined in ITT 9.1.

### Min. No. PR-M/03/11/11/2022/2023: CLARIFICATIONS SOUGHT BY THE PROSPECTIVE BIDDERS

**Clarification 1:** A prospective bidder sought clarification on **Page 74** of the tender document on **Specifications of Cleaning Services part (f) which stated that 'Provide appropriate hand washing soap and air fresheners in the toilets and maintain an all-round clean toilet standard'**. This requirement contradicted the one in **page 82** which stated that the bidder should replenishing tissue Papers, hand washing cream and air fresheners and toilet balls.

**Answer:** The Prospective bidders were informed that Nairobi City County Assembly will provide hand washing soap and Toilet papers. The service provider's cleaners will only replenish what has been provided by the Assembly. However, Air fresheners and toilet balls will be provided for by the service provider.

**Clarification 2:** A prospective bidder sought clarification on **Page 84** on **staffing** part z(ee) and **Page 76** on **working hours**.

**Answer:** The Prospective bidders were informed that the working hours and schedules should be as per the Bid document.

**Clarification 3:** A prospective bidder sought clarification on the quantities of the window blinds mentioned on **page 74** on **Specifications of Cleaning Services** to allow the bidders quote separately for them.

**Answer:** The Prospective bidders were informed that bidders are not required to quote separately for the blinds. However, they are required to consider the blinds when quoting for cleaning areas. The windows with the blinds are ninety (90) in number.

• **Clarification 4:** A prospective bidder enquired on possibility of extension of the tender submission date due to voluminous work involved in preparation of the tender document.

**Answer:** The Prospective bidders were advised that they can request for extension of tender submission date officially as stated in ITT 9.1 and the request may only be considered if the reasons raised are valid.

Min. No. PR-M/04/11/11/2022/2023: A.O.B

There being no other business, the meeting ended at 12.30 p.m.

Minutes confirmed and signed:

Chairperson.......... Date .....11/11/2022.....

Secretary.......... Date .....11/11/2022.....