

MINUTES OF THE PRE-TENDER MEETING FOR TENDER NO. NCCASB/OT/22/05/2022  
2023 FOR PROPOSED REFURSHISHMENT AND EQUIPPING OF WARD OFFICES  
FOR THE NAIROBI CITY COUNTYASSEMBLY (RESERVED TO YOUTH  
REGISTERED FIRMS) HELD AT THE COUNTY ASSEMBLY CHARTER HALL ON 25<sup>TH</sup> MAY,  
2023 AT 10:00 AM

MEMBERS PRESENT

- |                    |                      |             |
|--------------------|----------------------|-------------|
| 1. Mr. Sammy Ndana | Principal Accountant | Chairperson |
| 2. Mr. Felix Makau | Accounts Officer     | Member      |

IN ATTENANDCE

- |                    |                               |             |
|--------------------|-------------------------------|-------------|
| 1. Mr. Agure Erick | Principal Procurement Officer | Secretary   |
| 2. Ms. Daisy Muema | Procurement Officer           | Secretariat |

TENDERERS' REPRESENTATIVES PRESENT

#	NAME OF REPRESENTATIVE	COMPANY REPRESENTING	CONTACT NO.
1	Jessica Naboya	Afarmeel Limited	0791 902 026
2	Hiram Wanyama	Vision On The Go	0727 830 097
3	Hiram Wanyama	Gemlyn Enterprises Limited	0718 784 888
4	Bethstellah Wamaitha	Nostradom Venture Limited	0708 226 633
5	Evalyne Mukuhi Wanjiru	Lenshy General Supplies	0713 251 659

AGENDA

1. Preliminaries
2. Per-bid Consultation & Clarification
3. Issuance of Pre-Tender Conference Attendance Certificate
4. A.O.B

Min. No. 1. PR-M/05/25/2022/2023: PRELIMINARIES

The Chairperson called meeting to order at 10:30AM and welcomed Members and the prospective Tenderers' representatives to the meeting. The meeting started with a word of prayer from Ms. Muema. The Committee Members and prospective Tenderers' representatives present introduced themselves.

The Chairperson briefed the tenderers representatives that the tender for the Proposed Refurbishment and Equipping of Ward offices for the Nairobi City County Assembly. (Reserved to Youth Registered Firms) was advertised on 23rd May, 2023 and will close on 31<sup>st</sup> May, 2023. He explained that the pre-tender conference was organized to allow the prospective bidders to interact with the procuring entity and seek clarification on the areas in the tender document that were not clear to them. It also allowed the prospective bidders to give their views with regard to the tender document.

He informed the tenderers that the pre-tender conference was important since the site visit would be facilitated only upon the request of the prospective bidders, further they were to be issued with a Pre-tender meeting attendance Form/certificate which was a mandatory requirement in the tender document.

The prospective bidders were informed that Nairobi County has eight-four wards for this tender and subdivided into seventeen sub counties. They were informed that they were only to bid for a maximum of three sub counties.

**MIN. NO. 2. PR-M/05/25/2022/2023: PER-BID CONSULTATION & CLARIFICATION**

**Clarification 1:** A prospective bidder sought clarification on the Bill of Quantities preliminaries mentioned in page CA5 since it was not attached in the Bill of Quantities.

**Answer:** The prospective bidders were informed that the issue of Preliminaries in the Bill of quantities having not been provided was an oversight and that it would be provided to them as an addendum.

**Clarification 2:** A prospective bidder sought clarification on whether there was a preferred brand/source for the equipment to be supplied to the ward offices.

**Answer:** The prospective bidders were informed that Assembly did not have any preferences on either brand or source, that the equipment needed to meet all the specifications given in the Bill of Quantities document and that sample brochures of the equipment would be provided to them as an addendum.

**MIN. NO. 3. PR-M/05/25/2022/2023: ISSUANCE OF PRE-TENDER CONFERENCE FORM/ CERTIFICATE**




The prospective bidders were issued with Pre-Tender Conference Form/ Certificate.

**MIN. NO. PR-M/04/23/2022/2023: A.O.B**

There being no other business the meeting was adjourned at 11:30am.

Signed as true proceedings of the meeting:

**Committee Members**

1. Mr. Sammy Ndana	Chairperson		Date	25/05/2023
2. Mr. Felix Makau	Member		Date	25/05/23
3. Ms. Daisy Muema	Secretariat		Date	25/5/2023