

MINUTES OF THE PRE-BID MEETING FOR TENDER NO. NCCASB/OT/15/12/2022/2023 FOR SUPPLY, DELIVERY, INSTALLATION, TESTING, COMMISSIONING AND MAINTENANCE OF A NEW PASSENGER LIFT, HELD ON 25TH JANUARY, 2023 AT 10.00AM AT NAIROBI CITY COUNTY ASSEMBLY BOARDROOM

MEMBERS PRESENT

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|-----------------------|----------------------------|-------------|
| 1. Mr. Francis Kivila | Director Security Services | Chairperson |
| 2. Mr. Samson Wambugu | Electrical Engineer | Member |
| 3. Mr. Agure Erick | Principal Proc. Officer | Secretary |
| 4. Ms. Daisy Muema | Procurement Officer | Secretariat |

TENDERERS' REPRESENTATIVES PRESENT

No.	NAME	FIRM	CONTACTS
1	Mr. Onditi Fredrick	Tridex Group Co. Ltd	0711512181
2	Mr. Job Onginjo	Tridex Group Co. Ltd	0727517288
3	Mr. Onesmus Kalama	AJE Elevators Eng. Co. Ltd.	0725898318
4	Mr. Thomas Mamadi	AJE Elevators Eng. Co. Ltd.	0726511836
5	Mr. Brown Musonye	Top Choice Surveillance	0785646595
6	Mr. Benjamin Mumaraki	Tridex Group Co. Ltd	0728803464
7	Mr. Antony Muriu	Eleconic Lifts Services Ltd.	0706237787
8	Mr. Stephen Wanga	Rhine Elevators Limited	0733122011
9	Mr. Cyrus Mutunga	Elite Tools Limited	0716554660
10	Mr. Ajh Mohile	Elite Tools Limited	0733774519
11	Mr. Henry K. Lugoye	Elevator General Services	0770385729

AGENDA

1. Preliminaries
2. Pre-bid consultations & Clarifications
3. Site Visit
4. A.O.B

Min. No. PR-M/01/01/15/2022/2023: PRELIMINARIES

The Chairperson called meeting to order at 11.30am and welcomed Members and the prospective Tenderers' representatives to the meeting. The meeting started with a word of prayer from Mr. Benjamin Mumaraki. The committee Members and prospective Tenderers' representatives present introduced themselves.

The Chairperson briefed the tenderers that tender for supply, delivery, installation, testing, commissioning and maintenance of a new passenger lift was advertised on 17th January 2023 and will close on 1st February, 2023. He explained that the pre-tender meeting was organized to allow the prospective bidders to 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.

He informed the tenderers that they will be issued with a site visit form/certificate which forms part of the mandatory requirements in the tender 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.

Min No. PR-M/02/01/15/2022/2023: PRE-BID CONSULTATIONS & CLARIFICATIONS

Clarification 1: A prospective bidder sought clarification on Price schedule under the Bill of quantities in page 87. The bidder sought to know what Kshs. 400,000.00 and Kshs. 200,000.00 were meant for since the amounts were not properly aligned with item description.

Answer: The Prospective bidders were informed that there was an error with the page alignment and that;

- i. Item no. M is for contingency sum to be used at the discretion of the engineer and had been provisioned at Kshs. 400,000.00
- ii. Item no. O is for provisional sum at kshs. 200,000 for contract administration including stationaries.

Clarification 2: A prospective bidder sought clarification on the Mandatory requirement no. 5 that required tenderers to submit a commitment letter to deliver the project within three (3) months. The tenderers argued that the period given was not possible as most of the lifts are imported in to the country and the shipping process takes at least a minimum of two months.

Answer: The Chairperson advised that the provision for three months was an oversight and that it will be subject to administration discussion and resolution would be communicated to the tenderers through issuance of an addendum.

Clarification 3: A prospective bidder sought a clarification on the current lift machine room if it had provided for sufficient space for the new machine room.

Answer: The Prospective bidders were informed that the previous lift used same machine room requested in the tender document and that there would be a site of works visit for them to confirm.

Min No. PR-M/03/01/15/2022/2023: SITE VISIT


Bidders were taken to the site which included ground floor, 1st, 2nd, 3rd, 4th and 5th floors. Lifts were opened and bidders took measurements, however there was a challenge in accessing the 5th floor, occasioned by a wall which had been constructed by the Evaluation Department of the County Executive barring Assembly from accessing the Executive precincts. The Prospective bidders were informed that Assembly shall make arrangements to make the floor accessible and that the bidders are free to come back and access the floor beginning Friday 27th January, 2023.

Min No. PR-M/04/01/15/2022/2023: A.O.B

There being no other business, the meeting ended at 14:00pm.

Minutes confirmed and signed:

Chairperson  Date 25/01/2023

Secretary  Date 25/01/2023