

**MINUTES OF THE PRE-TENDER MEETING FOR TENDER NO. NCCASB/OT/15/12/2022/2023 FOR SUPPLY, DELIVERY, INSTALLATION, TESTING, COMMISSIONING AND MAINTENANCE OF A NEW PASSENGER LIFT HELD AT THE COUNTY ASSEMBLY CHARTER HALL ON 23<sup>RD</sup> MARCH, 2023 AT 10:30 AM**

**MEMBERS PRESENT**

- |                      |                          |             |
|----------------------|--------------------------|-------------|
| 1. Mr. Daniel Mbuvi  | Snr. Serjeant At Arms    | Chairperson |
| 2. Mr. Cyrus Muchemi | Snr. Procurement Officer | Secretary   |
| 3. Ms. Daisy Muema   | Procurement Officer      | Secretariat |

**TENDERERS' REPRESENTATIVES PRESENT**

#	NAME OF REPRESENTATIVE	COMPANY REPRESENTING	CONTACT NO.
1	Henry Lugoye	Elevator General Services	0770385729
2	Tony Lwegado	Volks East Africa	0725557739
3	Purity Ngatia	Shanghai Mitsubishi	0705735603
4	Jael Aluoch	Ag Melco Elevator Kenya Co. Ltd.	0717484100
5	Davis Galo	Ag Melco Elevator Kenya Co. Ltd.	0720309634
6	Eric Maina	Ultra Electric Limited	0701113332

**AGENDA**

1. Preliminaries
2. Per-bid Consultation & Clarification
3. Site visit & Issuing of Site Visit Certificate
4. A.O.B

**Min. No. PR-M/01/23/2022/2023: 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 Mr. Muchemi. The Committee Members and prospective Tenderers' representatives present introduced themselves.

The Chairperson briefed the tenderers representatives that the tender for the Supply, Delivery, Installation, Testing, Commissioning and Maintenance of a New Passenger Lift was advertised on 17<sup>th</sup> March, 2023 and will close on 31<sup>st</sup> March, 2023. He explained that the pre-tender meeting 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 they were to be issued with a Site Visit Form/certificate which was a mandatory requirement in the tender document.



**MIN. NO. PR-M/02/23/2022/2023: PER-BID CONSULTATION & CLARIFICATION**

**Clarification 1:** A prospective bidder sought clarification on foreign contractors and firms who have international shareholders but based in Kenya, as per Mandatory evaluation criteria No. 10 in the tender document, which required bidders to submit a Valid National Construction Authority Category NCA 6 and Above (Mechanical Engineering Services) certificate.

**Answer:** The prospective bidders were informed that mandatory requirement no. 10 of the tender document provided for two options, either to submit a Valid National Construction Authority Category NCA 6 and Above OR submit a Proof of being able to obtain NCA certificate once awarded the tender.

**MIN. NO. PR-M/03/23/2022/2023: SITE VISIT & ISSUING OF SITE VISIT CERTIFICATE**

Bidders representatives were taken to the site of works which included basement, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> floors. Lifts were opened and bidder's representatives took the measurements. They were informed that the site was still open for them during the tendering period for taking up measurements as they may wish.

The prospective bidders were issued with Site Visit Forms/Certificates.

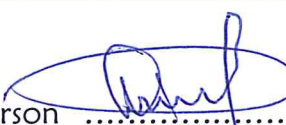
**MIN. NO. PR-M/04/23/2022/2023: A.O.B**

There being no other business the meeting was adjourned at 12.05pm.


**Signed as true proceedings of the meeting:**

**Committee Members**

1. Mr. Daniel Mbuvi

Chairperson .....  ..... Date 23/03/23 .....

2. Mr. Cyrus Muchemi

Secretary .....  ..... Date 23/03/23 .....