

**MINUTES OF THE PRE-TENDER MEETING FOR TENDER NO. NCCASB/OT/19/03/2022/2023  
FOR THE PROPOSED PARTITIONING, FLOOR CARPETING AND SUPPLY OF LOOSE FURNITURE  
TO THE EXISTING ASSEMBLY OFFICES FOR THE NAIROBI CITY COUNTY ASSEMBLY HELD AT  
THE COUNTY ASSEMBLY CHARTER HALL ON 24<sup>TH</sup> MARCH, 2023 AT 2:00PM**

**MEMBERS PRESENT**

- |                       |                          |             |
|-----------------------|--------------------------|-------------|
| 1. Ms. Jeniffer Korio | Director Admin Services  | 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	Nixon Okiomeri	Tana Solutions Limited	0111480321
2	Hiram Wanyama	Gemlyn Enterprises Limited	0718784888
3	Michael Murimi	Vision On The Go Limited	0727832047
4	Simon Oguri	Swiss Grade Consult Limited	0711685971
5	Raphael Kilonzi	Intel Projects Limited	0716877765
6	Phylus Karimi	Raphid Professional	0722836057
7	Moses Kenyan	Fast Choice Limited	0780094198
8	John Kimani	Fast Choice Limited	0780094198
9	Antony Githinji	Civilec Ventures Limited	0720377758

**AGENDA**

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

**Min. No. PR-M/01/24/2022/2023: PRELIMINARIES**

The Chairperson called meeting to order at 2:00pm and welcomed Members and the prospective Tenderers' representatives to the meeting. The meeting started with a word of prayer from one of the bidder's representatives. The Committee Members and prospective Tenderers' representatives present introduced themselves.

The Chairperson briefed the tenderers representatives that the tender for the proposed partitioning, floor carpeting and supply of loose furniture to the existing assembly offices for the Nairobi City County Assembly was advertised on 17<sup>th</sup> March, 2023 and will close on 31<sup>st</sup> March, 2023. She 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.

She 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/02/24/2022/2023: PER-BID CONSULTATION & CLARIFICATION**

**Clarification 1:** A prospective bidder sought clarification on a statement in the tender document under the Invitation to Tender (ITT.2) which stated that “..... Tenderers will be allowed to tender for one or more items”

**Answer:** The prospective bidders were referred to the Tender Data Sheet which offered specific data to complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there was a conflict, the provisions in the Data Sheet were to prevail over those in ITT. The ITT stated that ‘The number and identification of lots (contracts) comprising the Tender is **Not Applicable**’.

Clarification 2: A prospective bidder sought clarification on a statement in the tender document on the Invitation to Tender (ITT.6) which had stated that ‘There will be a Site visit for all prospective bidders on 24th March, 2023 from 2.00PM to 3.00PM at City Hall ..... **Further, any prospective bidder who may access the tender document after 24th March, 2023 would be given an opportunity for Site visit prior to the opening of tenders**’.

**Answer:** The prospective bidders were informed that the site visit period was open until 31<sup>st</sup> March, 2023 when the tender will be closing.

**MIN. NO. PR-M/03/24/2022/2023: SITE VISIT & ISSUING OF SITE VISIT CERTIFICATE**

Bidders representatives were taken to the site of works which was guided by the scope provided in the Bill of Quantities, bidder’s representatives took measurements. They were informed that the site was still open for them during the tendering period.

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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 4:30pm.

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

**Committee Members**

1. Ms. Jeniffer Korio	Chairperson 	Date <u>24/3/2023</u>
2. Mr. Cyrus Muchemi	Secretary 	Date <u>24/03/23</u>