

MINUTES OF THE PRE-TENDER MEETING FOR TENDER NO. PJS/009/2022-2023 FOR SUPPLY, DELIVERY AND CONFIGURATION OF DESKTOP COMPUTERS, LAPTOPS, AND OTHER ICT EQUIPMENT, HELD ON 22ND SEPTEMBER, 2022 AT 11.00 A.M. IN THE 2ND FLOOR BOARDROOM, PROTECTION HOUSE.

MEMBERS PRESENT

1. Eng. John K. Nguru,	Principal Engineer I,	Chairperson
2. Ms. Wayua Mutisya	ICT Officer I,	Member
3. Mr. Mohamed Chichana,	ICT Officer II,	Member
4. Mr. Martin Mukabi,	Procurement Officer,	Secretary
5. Mr. Moses Lenges,	Clerical Officer,	Secretariat

ABSENT WITH APOLOGY

1. Mr. Cyrille Ogot, HRM Officer

PROSPECTIVE TENDERERS AND THEIR REPRESENTATIVES PRESENT

No.	Name of Rep.	Name of Firm	Email Address
1.	Mr. Ahmed Maalim Hassan	M/s Ozmand Imperium Limited	ozmandimperium@gmail.com
2.	Mr. Moses Isutsa	M/s Stimal Office Supplies Limited	sales@stimal.co.ke
3.	Mr. Sivaprasad Parambath	M/s MFI Document Solutions	s.parambath@groupmfi.com
4.	Mr. Gerald Isiaho	M/s Mowens Agencies	gerryis2000@gmail.com
5.	Mr. Brian Orwako	M/s Zolt Solutions Limited	info@zoltolutions.co.ke
6.	Mr. Ramadhan Said	M/s Willmott Solutions Limited	info@willmottolutions.co.ke
7.	Mr. Patrick Makabuti	M/s Neptune Technologies Limited	sales@neptune.co.ke
8.	Mr. Eric Mwangangi	M/s First Option Ventures	firstoption@gmail.com
9.	Mr. Mwendwa Mwangangi	M/s Carbrotech Ventures	carbrotechventures@gmail.com
10.	Ms. Diana Wanjiru	M/s Frame Pack Company Ltd.	framepackltd@gmail.com
11.	Mr. Paul Wainaina	M/s Hitmax Limited and M/s Alipan Company Ltd.	dennissaha7@gmail.com
12.	Mr. Chris Omollo	M/s Direct Impression and M/s Braxcel	mowenssa@yahoo.com
13.	Lead Capital Limited	M/s Lead Capital Limited	tkiyaka@leadcapita.co.ke
14.	Ms. Grace Njoroge	M/s Electricom Solutions Ltd.	grace@electricom.co.ke
15.	Mr. Nicholas Gikunda	M/s Databit Limited	support@databit.net
16.	Mr. Cornelias Kibaki	M/s Cloudtimes Kenya Ltd.	ckibaki@cloudtimes.co.ke
17.	Mr. Silverio Kambu	M/s Westcom Hub Enterprise Ltd.	silverioouma@gmail.com info@westcomhub.co.ke
18.	Mr. Alex Mwangi	M/s Intermass Technologies EA Ltd.	intermasstechnologies@gmail.com
19.	Ms. Eliza Wanjiku	M/s Opendata Ltd.	sales@opendata.com
20.	Mr. Joshua Okello	M/s Skyheight Technologies	Joshuaokello84@gmail.com
21.	Mr. John Mwangi	M/s Lyntech Holdings Ltd.	lyntechholdings@gmail.com

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	Mr. Hesbon Oyugi	M/s Bylaw Solutions Ent. Ltd.	bylawsolutions@gmail.com
23.	Mr. Evander Onyango	M/s Clynex Holdings Ltd.	Evanderholy45@gmail.com
24.	Ms. Esther Karanja	M/s Tenestone Ltd.	tenestoneld@gmail.com
25.	Mr. Mlunga Mack	M/s Starnotech Supplies Ltd.	Starnotech99@gmail.com
26.	Mr. Eric Mwnagangi	M/s Takel Solutions Ltd.	takellimited@gmail.com
27.	Mr. Kelvin Modeni	M/s Jalsana Co. Ltd.	jalsacoltd@gmail.com
28.	Ms. Hellen Munsea	M/s Unik Essentials Ltd.	hmmukio@gmail.com
29.	Mr. Oscar Otieno	M/s Digicom Associates	info@digicom.com
30.	Mr. Omar Abdi	MH Ltd.	mohir@gmail.com

MIN. NO. PRE-TENDER/01/009/2022-2023: PRELIMINARIES

The chairperson called the meeting to order at 11.15am and invited a prospective bidder to open the meeting with a word of prayer. He then welcomed the committee members and the prospective bidders and their representatives to the meeting and allowed a round of introduction for those present.

MIN. NO. PRE-TENDER/02/009/2022-2023: BACKGROUND INFORMATION

The chairperson invited the Secretary to explain to those present the purpose of the meeting. The Secretary informed the meeting 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.

The prospective bidders were also informed that minutes of the meeting and clarifications would be provided and sent to all prospective bidders through their emails and the same uploaded on the Commission website.


MIN. NO. PRE-TENDER/03/009/2022-2023: CLARIFICATIONS SOUGHT BY THE PROSPECTIVE BIDDERS

Clarification 1: A prospective bidder sought clarification on whether a manufacturer's authorization issued previously for another procurement process could be used.

Answer: Prospective bidders were informed that the Manufacturer's Authorization had to be specific to this tender, it was to be current and in the format provided in the tender document.

Clarification 2: A prospective bidder raised concern on the Scanner Specification D "Storage - SSD: 512GB or HDD: 1TB (minimum)" since scanners don't come with storage.

Answer: The prospective bidders were informed that the specification was inserted in the table erroneously and would be deleted.


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Clarification 3: *A prospective bidder sought to understand the delivery period allowed to the successful bidder.*

Answer: The prospective bidders were advised to refer to the List of Goods and Delivery Schedule, as set out in the tender document for the delivery period.

Clarification 4: *A prospective bidder sought to know whether the pre-tender meeting was mandatory.*

Answer: The prospective bidders were informed that the meeting was not mandatory and no bidder would be disqualified for not attending the meeting.

Clarification 5: *A prospective bidder sought to understand the specifications of the All-in-One Desktop Computer in particular the Output Devices, whose requirement is Screen size 23 inches and 27 diagonal FHD Touch Display.*

Answer: The prospective bidders were advised that specifications of the All-in-One Desktop Computer on page 27 and 65, Requirement E - Output Devices were amended to read "Screen Size 23 Inch FHD Display".

Clarification 6: *A prospective bidder requested to know if the specifications and requirements were limited to a particular brand.*

Answer: The prospective bidders were informed that the specifications were only the minimum requirements and not linked to any particular brand. Any brand that meets or exceeds the specifications would be accepted.

Bidders were informed that the meeting was not the only way they could seek for clarifications on the tender. That they could still send their requests through the email addresses; procurementpjs@parliament.go.ke or director.general@parliament.go.ke as provided in the tender document at least seven (7) days before the date the tender closes.

MIN. NO. PRE-TENDER/04/009/2022-2023: A.O.B

There being no other business, the meeting ended at 1.30pm.

Minutes confirmed and signed:

Chairperson: ENG JOHN K. NIGURU Date: 23/09/2022
Secretary: Martin Mukala S Date: 23/09/2023

