

MINUTES OF THE PRE-TENDER SITE VISIT MEETING FOR PROVISION OF PREVENTIVE MAINTENANCE SERVICES FOR THE MULTIMEDIA DIGITAL NETWORK CONGRESS SYSTEMS (MMDNCS) FOR A PERIOD OF THREE YEARS HELD ON 8TH JUNE, 2026 AT 11.00A.M AT MAIN PARLIAMENT BUILDING

National Assembly Members present:

1. Mr. Eric Miriti, ICT Officer Chairperson
2. Mr. Masud Aden, Supply Chain Officer Secretary

Firms Representative Present:

No.	Firm Representative	Firm Name	Email Address
1.	Amos Odidi	Pillar Audio Visual Services Ltd	info@pillaraudio.co.ke
2.	Joel Obooka	CommCarrier Ltd Kalyra Tech Ltd	info@commcarrier.com info@kalyratech.com

MIN No. 01/NA/OT/037/2025-2026: Opening Remarks

The meeting commenced at 11.30am with a welcome address by the Chairperson. Participants were welcomed and thanked for attending the pre-bid meeting for the Provision of Preventive Maintenance Services for the Multimedia digital Network Congress System.

The Chairperson outlined the purpose of the meeting, which was to:

- a) Clarify any issues relating to the tender document.
- b) Respond to queries raised by prospective bidders.
- c) Ensure all bidders have a common understanding of the tender requirements and submission procedures.

MIN No. 02/NA/OT/037/2025-2026: Introduction

The procurement team provided an overview of the tender, including:

- a) Scope of maintenance services required.
- b) Eligibility and qualification requirements.
- c) Tender submission requirements.
- d) Evaluation criteria.
- e) Key tender dates and timelines.

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Participants were informed that any clarifications and decisions arising from the meeting would be formally communicated to all prospective bidders through an addendum, where applicable.

MIN No. 03/NA/OT/037/2025-2026: Questions and Clarifications

The Chairperson opened the session for question and clarifications to the bidder’s representative present and requested them to ask any question regarding the tender.

The following questions and responses arose as follow:

No.	Question	Response
1.	<p>A request was made to amend the technical requirement No. 2 requiring Five (5) recommendation letters from public institutions/Private Institution addressed to the Clerk of the National Assembly.</p> <p>The bidder indicated that this requirement is cumbersome and may present administrative challenges, particularly where recommendation letters have already been issued.</p>	<p>The chairperson clarified that the requirement will remain unchanged as stated in the tender document. Amending this requirement at this stage of the procurement process is not feasible, as it forms part of the approved tender requirements and applies uniformly to all prospective bidders. Bidders were therefore advised to comply with the requirement as stipulated in the tender document.</p>
2.	<p>A prospective bidder requested an extension of the tender submission deadline to allow additional time for preparation of bids.</p>	<p>The chairperson clarified that enough time has been given to prospective bidders to submit their tenders. Bidders are therefore advised to submit their bids on or before the stipulated closing date and time.</p>

MIN No. 04/NA/OT/037/2025-2026: AOB

The bidders were requested to read the terms of reference as specified in the tender document. They were requested to ensure that their bid documents are serialized and paginated.

The committee took through the representatives on the brand and model of the spare parts for purposes of quoting to ensure compatibility. They were informed that the cost of spare part shall not be transferred to the form of tender.

Bidders were also requested to adhere to the timeline and deadline of the submission of the tender.




MIN No. 05/NA/OT/037/2025-2026: Adjournment

There being no other business the meeting was adjourned at 12.02pm

Confirmed and signed by:

1. Mr. Eric Miriti, ICT Officer

Signature.......... Date.....28/6/2026.....

2. Mr. Masud Aden, Supply Chain Officer

Signature.......... Date.....08.06.2026.....