

**MINUTES OF THE PRE-TENDER MEETING FOR RFP NO.17/2018-2019: SUPPLY INSTALLATION TESTING AND COMMISSIONING OF DESTINATION CONTROL PASSENGER LIFTS AT HAZINA TRADE CENTRE PHASE 2 AT MONROVIA /MOKTAH DADDAH STREET NAIROBI HELD ON 23.05.2019 AT 10.00 A.M ON 4TH FLOOR SOCIAL SECURITY HOUSE NAIROBI.**

**PRESENT**

**NSSF REPRESENTATIVES**

<b>NAME</b>	<b>DEPARTMENT</b>
Muya Mati	Property Development
Stella Chepkoech	Supply Chain Management
Ubah Ibrahim	Supply Chain Management

**TENDERERS REPRESENTATIVES**

<b>NAME</b>	<b>FIRM</b>
1. James Karani	Top Choice Serveillance
2. Kevin Karimi	Glose Solutions Ltd
3. Adel Mostafa	Giza Systems
4. Kevin Malo	Giza Sytems
5. Collins Karani	Tier Data Limited
6. Aravind K	Copy Cat Limited

**MINUTE 1/PT/23/2022-2023: CHAIRMAN'S OPENING REMARKS**

The meeting was called to order at 10.10 a.m. with self introduction of those in attendance. The Chairman explained that the purpose of the pre-tender meeting was to enlighten the prospective tenderers on the tender requirements and to receive and clarify any issues from them. This shall enable them to prepare and submit responsive tenders.

**MINUTE 2/PT/17/2018-2019: TENDERING PROCEDURES**

The Procurement Officer gave an overview of the tendering procedures. The following issues were highlighted: -

**2.1 Preparation of Tenders:**

A brief was given on how the tender should be prepared and submitted as detailed in the tender document.

**2.2 Completion of documents and Signatures:**

The tenderers must complete and sign all the documents listed in the tender documents as guided by the notes on the standard forms. The tender must be in writing, it must be signed and it must be sealed in a plain outer envelope with no other markings apart from the tender number and tender description. Emphasis



was also made on preliminary and mandatory requirements and the tenderers were advised that, non-compliance to any of the stated requirements shall render the tender non-responsive.

2.3 Supporting documents:

The tenderers were advised to ensure that the supporting documents required for technical evaluation are submitted according to the evaluation criteria

**MINUTE 3/PT/20/2022-2023: QUESTIONS AND ANSWERS**

3.1 **Question No. 1.** sought to clarify the participation of an International Company that has a presence locally with a Kenyan director that has zero shares.

**Answer:** Instructions to Tenderers clause 33.0 Margin of Preference and Reservations. This is a National and not International Tender. An international company is expected to participate in tendering process where the contract exceeds the value/threshold specified in the Regulations.

3.2 **Question No. 2.** The bidders asked about the site visit day.

**Answer:** Bidders are free to visit the site any day before the closure of the tender and obtain a site visit certificate from the Property Managers (Gimco Ltd) before.

3.3 **Question No.3:** A bidder wrote to the Fund seeking clarity on ‘**Leader or Challenger**’ since there are a lot of options.

**Answer:** Any brand that is listed/indicated as a leader or challenger in the Gartner Magic Quadrant in the category for Enterprise wired & wireless LAN infrastructure 2022 qualifies.

The bidders were informed to check the website from time to time for any clarity or amendments which may be made to the tender document in future.

There being no other business to transact for the day, the briefing ended at 11.05 a.m.

  
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DATE

  
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STELLA CHEPKOECH

  
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UBAH IBRAHIM

  
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