

MINUTES OF THE PRE-TENDER MEETING FOR TENDER NO. NSSF/SCM/C/2/3/25:2022-2023: PROVISION OF MANAGEMENT SERVICES OF CARPARK AT KENYATTA AVENUE, NAIROBI HELD ON 25.05.2023 AT 12:00 NOON ON 4TH FLOOR SOCIAL SECURITY HOUSE NAIROBI.

PRESENT

NSSF REPRESENTATIVES

NAME	DEPARTMENT
Obed Mbuvi	Property Management
Josephine Mutiso	Property Development
Stella Chepkoech	Supply Chain Management

TENDERERS REPRESENTATIVES

NAME	FIRM
1. Paul Kaya	KAPS Ltd
2. Richard Ochieng	Park N Go
3. Adan Hassan	Automatic Park Service
4. Caroline Paul	Automatic Park Services
5. Adan Mohamed	Taayo Security Limited
6. Joses Mukun	Truck & Port Ltd
7. Abdiwasir	Horizon Development Society
8. Joseph Muka	Valet Co.Ltd
9. Fredrick Mbogo	Mason Services Limited
10. Milly Kentis	Webtribe Limited

MINUTE 1/PT/25/2022-2023: OPENING REMARKS

The meeting was called to order at 12.15 p.m. with self-introduction of those in attendance. 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 will enable them to prepare and submit responsive tenders.

MINUTE 2/PT/25/2022-2023: TENDERING PROCEDURES

An overview on the tendering procedures was made. The following issues were highlighted: -

2.1 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 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.

2.2 Preparation of Tenders:

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

2.3 Signatory of the tender document

Prospective tenderers were informed that the tender document MUST be signed by either the CEO/Director or the person nominated and given the Power of Attorney issued by the Commissioner for Oaths.

2.4 Submission of Tenders:

Tenderers were advised on the required format of submission as given on the Instructions to Tenderers. Further, they were advised to strictly observe the closing time and date of the tender as any late bid shall be rejected hence all efforts put in the tender shall be lost.

2.5 Supporting documents:

The tenderers were advised to ensure that only the supporting documents required for both preliminary and technical evaluation are submitted as stated in the evaluation criteria.

MINUTE 3/PT/25/2022-2023: CLARIFICATIONS

a) Submission of Tender

A prospective tenderer enquired on whether the tender was a one or two envelope.

Prospective tenderers were informed that this is a two-envelope tender, comprising of both Technical and Financial proposals. Details are provided in ITT 12.2 and 12.3 of the tender document as shown below:-

12.2 The **Technical Proposal** shall contain the following:

- a. **Form of Tender and Technical Proposal**, prepared in accordance with ITT 15.1;
- b. **Tender Security or Tender- Securing Declaration**, in accordance with ITT 17;
- c. **Authorization**: written authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT 21.3;
- d. **Conformity**: Methodology and Approach in accordance with ITT 13.1;
- e. **Tenderer's Qualifications**: documents establishing the qualifications of the Tenderer in accordance with ITT 18.1; and
- f. Any other documents required in the **TDS**.

12.3 The **Financial Proposal** shall contain the following:

- a. **Form of Tender–Financial Proposal**, prepared in accordance with ITT 14 and



ITT 15;

- b. **Price Schedules:** completed and prepared in accordance with ITT 14 and ITT 15; and
- c. Any other document required in the **TDS**.


b. Technical Evaluation criteria

A tenderer sought clarification on the marks awarded for Experience in management and operation of city parking i.e. independent parking facility in a City's Central Business District. It was clarified that one (1) mark each shall be awarded per customer and not 5 marks each per customer as indicated in the tender document

c. Proposal on making good the parking

The proposal shall not be used in coming up with the sharing formulae but will be evaluated and negotiated later with the winner of the tender.

There being no other business to transact for the day, the briefing ended at 1:05 P.M.

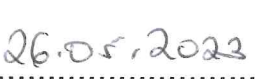

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DATE


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JOSEPHINE MUTISO


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STELLA CHEPKOECH


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