

REPUBLIC OF KENYA



PARLIAMENTARY SERVICE COMMISSION

MINUTES OF THE PRE-BID MEETING FOR TENDER NO: PJS/013/2024-2025 PROVISION OF FUMIGATION AND PEST CONTROL SERVICES FOR THE PARLIAMENTARY SERVICE COMMISSION, HELD ON 18TH NOVEMBER, 2024 AT GROUND FLOOR, NEXT TO ATM LOBBY, PROTECTION HOUSE, PARLIAMENT ROAD AT 11.00 A.M.

**MEMBERS PRESENT**

- |                                                   |             |
|---------------------------------------------------|-------------|
| 1. Mr. Gerald Odero, Senior HRM, Officer          | Chairperson |
| 2. Mr. Dominic Malonza, Construction Mgt. Officer | Member      |
| 3. Mr. George Igweta, Senior HRM Officer          | Member      |
| 4. Mr. Naman Agengo, Security Officer             | Member      |
| 5. Ms. Truphena Cherotich, Procurement Officer    | Secretary   |
| 6. Ms. Gumato Bonaya, Procurement Officer         | Secretariat |
| 7. Ms. Moses Lengees, Clerical Officer            | Secretariat |
| 8. Mr. Dickson Orina, Telephone Operator          | Secretariat |

**IN ATTENDANCE**

- |                       |                           |
|-----------------------|---------------------------|
| 1. Mr. Keith Kisinguh | Chief Procurement Officer |
| 2. Mr. Benard Langat  | Procurement Officer       |
| 3. Mr. Hillary Kigen  | Store Officer             |
| 4. Ms. Ann Wairimu    | Procurement Intern        |
| 5. Mr. Mohamed Jimale | Security Warden           |

**FIRMS' REPRESENTATIVES PRESENT.**

S/NO.	FIRM'S REPRESENTATIVE	FIRM NAME	FIRM'S E-MAIL ADDRESS
1.	Agaga Alex	Liga Holdings Ltd	<a href="mailto:ligaholdings@gmail.com">ligaholdings@gmail.com</a>
2.	Zacharia Agingu	Hotap Enterprises	<a href="mailto:tzachariaa100208@gmail.com">tzachariaa100208@gmail.com</a>
3.	Philip Masioge	Paramax cleaning S. Ltd	<a href="mailto:info@paramaxcleaning.co.ke">info@paramaxcleaning.co.ke</a>
4.	Erick Mwiti G.	Spin Africa Ltd	<a href="mailto:info@spinafricacleaning.com">info@spinafricacleaning.com</a>
5.	Faith Ndinda	Cleaning edge hygiene	<a href="mailto:bd@clean-edge.com">bd@clean-edge.com</a>
6.	Robert Odinga	Odaka	<a href="mailto:robert@odinga.co.ke">robert@odinga.co.ke</a>
7.	Cyrus Keana	Sevali Investments	<a href="mailto:sevaliinvestments@gmail.com">sevaliinvestments@gmail.com</a>
8.	Jefther Mikoro	Envirocare Ltd	<a href="mailto:envirocare@gmail.com">envirocare@gmail.com</a>

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9.	Jacob Simiyu	Ethil Holding Ltd	heldcoltd@gmail.com
10.	Mary Nderitu	Itare East Africa Ltd	itareafricaltd@gmail.com
11.	Caroline Gathu	Fermical Supplies	carolinegathu@yahoo.com
12.	Geoffrey Kabugua	Hillcam Inv Ltd	hillcaminvestments64@gmail.com
13.	Patricia Mohacilia	Cockrid (K) ltd	info@cockrid.co.ke
14.	Brian Lunani	Dechrip East Africa Ltd	dechripealtd@gmail.com
15.	Charles Kamwele	Ideal Pest Solutions Ltd	sales@orkinkenya.com
16.	Augustine Oyaro	Superbroom Services	superbroom@gmail.com
17.	Elizabeth Gitau	Village Mastars Ltd	vmastars@gmail.com
18.	Jeremiah Masese	Brooklyn Services	info@brooklyncleaningserviceke.com
19.	Emmanuel Namasasi	Inhouse Kenya Solutions Ltd	info@inhousekenya.com
20.	Leonard Sakwa	Garbage hero ltd	info@garbagehero.co.ke
21.	Leonard Sakwa	True pro Solution	info@garbagehero.co.ke
22.	Pabilio Muobe	Go Cleaners Restorers	gocleaners49@gmail.com
23.	Bezalel Odiwuor	Tamia Limited	info@tamia.co.ke
24.	Rhoda Mwendu	Smart Home Design	smarthomedesigns@gmail.com
25.	Bernice Mullee	Lestech solution	lestechsolution@gmail.com
26.	Moses Kemboi	Grafton Enterprises Limited	graftonenterprises@gmail.com
27.	Ronald Ochieng	Remarc Ltd	facilities@remacltd.com
28.	Antony Gacheru	Unique Sunshine Env.Services Ltd	uniquesunshine77@yahoo.com
29.	Alex Kiborek	Alexan Agencies Limited	kiborek@alexagencies.co.ke
30.	Moses Kiprop	Telvon Venture	telvonventure@gmail.com
31.	Beatrice Chepkemoi	Cymar Investments Ltd	cymarinvestmentltd@gmail.com
32.	Caroline Njogu	Butterfly Facilities & Hygiene Ltd	info@butterflyfacilities&hygieneltd.com

## AGENDA


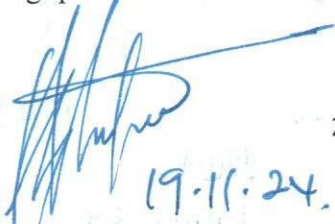
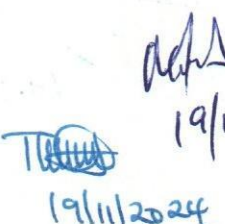

1. Opening Remarks
2. Pre-bid
3. Site Visit
4. AOB

### MIN. NO. PJS/TENDER-13/PRE-BID/01/2024 – OPENING REMARKS

The Chairperson called the meeting to order at 11:10am. He welcomed all the Committee members present and the representatives of the prospective bidders to the meeting.

### MIN. NO. PJS/TENDER-13/PRE-BID/02/2024 – PRE-BID

The Chairperson invited the prospective bidders present to seek clarifications and make enquiries that they might have, arising from *Tender Document Tender No: PJS/013/2024-2025 for PROVISION OF FUMIGATION AND PEST CONTROL SERVICES FOR THE PARLIAMENTARY SERVICE COMMISSION*. The following questions and accompanying responses were given:

Clarification number	Questions	Answers
1)	A prospective bidder made an enquiry on mandatory requirement number 6 (MR6) on the tender document <i>MR 6- Submission of an original tender security of Kshs. 200,000.00 (Two Hundred Thousand Only) valid for a period of 217 days from the date of tender opening; in the form of a bank guarantee from a reputable bank recognized by the Central Bank of Kenya payable to Procuring Entity.</i> and asked if it was possible to replace the requirement of tender security in the form of bank guarantee from reputable bank recognized by the Central Bank of Kenya with Tender security from an insurance company.	The Committee informed the prospective bidders that this was not possible and the mandatory requirement number 6 (MR6) the original tender security of Kshs.200,000.00 (Two Hundred Thousand Only) valid for a period of 217 days from the date of tender opening; in the form of a bank guarantee from a reputable bank recognized by the Central Bank of Kenya must be submitted.
2)	A prospective bidder requested clarification of the number of floors at Ukulima house.	The committee informed the prospective bidder that the number of floors were only four (4).

The prospective bidders were advised to adhere to the instructions in the tender document. The prospective bidders wrote down their details on an attendance register circulated to them.

**MIN. NO. PJS/TENDER-13/PRE-BID/03/2024 – SITE VISIT**

The prospective bidders were then taken around the parliament buildings and shown the buildings listed for fumigation.

**MIN. NO. PJS/TENDER-13/PRE-BID/04/2024 – AOB**

There being no other business the meeting was adjourned at 12.30 p.m.

**Confirmed and signed by:**

1. Mr. Gerald Odero, Senior HRM, Officer
2. Mr. Dominic Malonza, Construction Mgt. Officer
3. Mr. George Igweta, Senior HRM Officer
4. Mr. Naman Agengo, Security Officer
5. Ms. Truphena Cherotich, Procurement Officer

<u>Sign</u>	<u>Date</u>
 ..... Chairperson	19/11/24 .....
 ..... Member	19/11/2024 .....
 ..... Member	19.11.24 .....
 ..... Member	19/11/2024 .....
 ..... Secretary	19/11/2024 .....