

**MINUTES OF THE PRE-TENDER MEETING FOR TENDER NO.NSSF 27/2018-2019:  
SUPPLY INSTALLATION TESTING AND COMMISSIONING OF DESTINATION  
CONTROL PASSENGER LIFTS AT VIEWPARK TOWERS, NAIROBI HELD ON  
18.05.2021 AT 10.00 A.M ON 4TH FLOOR SOCIAL SECURITY HOUSE NAIROBI.**

**PRESENT**

**NSSF REPRESENTATIVES**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>ROLE</b>
Muya Mati	Property Development	Chairman
Stella Chepkoech	Procurement	Secretary

**TENDERERS REPRESENTATIVES**

<b>NAME</b>	<b>FIRM</b>
1. Anthony Muli	Top Choice Surveillance Ltd
2. Sabyor Gandhi	Mits Electricals Ltd
3. Daisy Mwallo	Kinetic Elevators
4. Richard Otieno	East African Elevators
5. Vinast Ndege	Kinetic Elevators
6. Benson Wamwega	Elevonic Lifts Services
7. Bruno Owino	Contemporary Engineering
8. John Njuguna	Schindler Ltd
9. Mohamed Ali	Perolifts (EA) Ltd
10. Festus Njuguna	Volks Lift E.A.
11. Shirleen Mamizo	Kinetic Elevators
12. Akash Gandhi	Rentstate Ltd
13. Eston Oboch	Kone Kenya
14. Linus Mugambi	Shanghai Engineering
15. George Kyengo	Top Choice Surveillance Ltd
16. Charles Kagotho	Ultra Electric Ltd
17. Flavia Otieno	Rentstate Limited
18. David Mwangi	Elevation World Ltd
19. Austin Wasonga	Kone (K) Ltd
20. Patrick G. Oluoch	Schindler Ltd
21. Victor Oduor	Contemporary Electricals Enterprises
22. Elisha Okello	Steadfast International Ltd

**MINUTE 1/PT/27/2020-2021: CHAIRMAN'S OPENING REMARKS**

The meeting was called to order at 10.20 a.m. It started with a prayer, followed by 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/27/2020-2021: TENDERING PROCEDURES**

The Procurement Officer gave an overview on 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 on the tender document.

### 2.2 Submission of Tenders:

Tenderers were advised on the required format of submission as given on the tender advertisement and 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.

### 2.3 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/27/2020-2021: QUESTIONS AND ANSWERS**

- 3.1 **Question No. 1.** Sought to clarify about the number of copies of bidding document to be submitted.

**Answer:** One Original and one copy of bidding documents.

- 3.2 **Question No. 2.** The question was raised on the issue of disposal of the lifts to be replaced.

**Answer:** This needs discussion with the management. After raising it with the management, it was agreed that an addendum be issued in regards to it. (Bidders are encouraged to check on the NSSF website).

- 3.3 **Question No.3.** The bidders raised a concern on a missing page G9.

**Answer:** The bidders were informed that that was an error in pagination, but there was no information missing.

- 3.4 **Question No.4.** A bidder raised concern on the tenders mandatory requirement of submitting NCA certification of compliance since National Construction Authority (NCA) issues NCA certificates after award of tender to International companies.

**Answer:** The bidders were informed that this would be brought to the attention of the management and then feedback given. The feedback from the management is that this is a local tender open to the local contractors

**3.5 Question No.5:** The bidders sought to know if the addendum will be issued and how they would get it.

**Answer:** The bidders were informed that the addendum will be done the soonest and posted on the Fund's website and so they should check on the website from time to time for additional information and any clarity or amendments which may be made to the tender document in future.

The bidders were informed that, they were free to visit the site any day before the closure of the tender and must have the site visit forms duly signed by both the property manager on behalf of the Fund and the respective firms representative.

There being no other business to transact for the day, the briefing ended at 11.15 a.m.

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**MUYA MATI**

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**DATE**

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**STELLA CHEPKOECH**

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**DATE**