

**MINUTES OF THE PRE-TENDER MEETING FOR TENDER NO. NSSF/SCM/C/2/3/29:2022-2023: PROVISION OF INSURANCE BROKERAGE SERVICES HELD ON 23.05.2023 AT 10.00 A.M. ON 9TH FLOOR SOCIAL SECURITY HOUSE NAIROBI.**

**PRESENT**

**NSSF REPRESENTATIVES**

<b>NAME</b>	<b>DEPARTMENT</b>
Agricola Kavaya	Investment
Lilian Njagi	Investment
Stella Chepkoech	Supply Chain Management

**TENDERERS REPRESENTATIVES**

<b>NAME</b>	<b>FIRM</b>
1. Sally Limbere	Four M Insurance Brokers
2. Steven Sisso	AA Insurance Brokers
3. Paul Njuguna	Plan & Place Insurance Brokers
4. Thomas Gisore	Geminia General Insurance Co. Ltd
5. Charles Ochieng	Miran Insurance Brokers

**MINUTE 1/PT/29/2022-2023: OPENING REMARKS**

The meeting was called to order at 11.15 a.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 shall enable them to prepare and submit responsive tenders.

**MINUTE 2/PT/29/2022-2023: 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 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.

2.4 Supporting documents:

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

**MINUTE 3/PT/29/2022-2023: QUESTIONS AND ANSWERS**

3.1 **Question No. 1.** Who should sign the Form of Tender document?

**Answer:** The CEO/Principal Officer and in his/her absence, the person given the Power of Attorney to sign. The Power of Attorney should be issued by the Commissioner for Oaths.

There being no other business to transact for the day, the briefing ended at 10:50 A.M.

 ..... <b>AGRICOLA KAVAYA</b>	 ..... <b>DATE</b>
 ..... <b>LILIAN NJAGI</b>	 ..... <b>DATE</b>
 ..... <b>STELLA CHEPKOECH</b>	 ..... <b>DATE</b>