

MINUTES OF THE PRE-TENDER MEETING FOR TENDER NO. NSSF/SCM/C/2/3/26:2022-2023: SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF BIOMETRIC TIME ATTENDANCE MANAGEMENT SYSTEM HELD ON 24.05.2023 AT 2:30 P.M. ON 10TH FLOOR SOCIAL SECURITY HOUSE NAIROBI.

PRESENT

NSSF REPRESENTATIVES

NAME	DEPARTMENT
Alex Maragia	Information Technology
Stella Chepkoech	Supply Chain Management

TENDERERS REPRESENTATIVES

NAME	FIRM
1. Peter Mungai	Corprisk International
2. James Muli	Filtronic International Ltd
3. Felix Chanzu	Biometrics Technology
4. John Ngoloma	Smart Applications
5. Hudson Kiziah	Smart Application
6. Samuel Ngala	Smart Application

MINUTE 1/PT/26/2022-2023: OPENING REMARKS



The meeting was called to order at 2.35 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/26/2022-2023: 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 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.

2.5 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 4/PT/26/2022-2023: CLARIFICATION ON SITE VISIT

The issue on the pre-tender site visit was clarified. As stated in the Tender Data Sheet (ITT 8.1) site visit is not a requirement. This means the requirement for a site visit (No.17) in the Preliminary examination for Determination of Responsiveness is not part of the mandatory requirements.

MINUTE 5/PT/26/2022-2023: QUESTIONS AND ANSWERS

Question No. 1. Is there Back up Power For the network switches?

Answer: The bidder to quote for:- Either a 1kVA Tower UPS that can power the existing network switches on site (specify the part number and duration of back up that the UPS can provide). Alternatively, to quote for 12 Volts Power Supply Unit and 7AH back up Battery unit to provide back up power (specify the part number and duration of back up that the Power Supply can provide).

Question No. 2. How will the readers be powered?

Answer: The bidder to quote for POE Readers that can be powered by the available switches.





Question No. 3. How will the Network Controller be utilised?

Answer: The bidder to quote as per the solution they are providing. In their solution, they should consider all components required to ensure the system is fully functional.

Question No. 4. Is there a need for card readers?

Answer: The bidder to quote as per the BOQ, the reader should have the capability for both cards and biometric readers with a capacity of 1,500 users that can be expanded to 3,000. The cards supplied should also be locally available and can be used as staff identity cards and support prints.

Question No. 5. Network Cables for the system.

Answer: The bidder to quote as the BOQ; there is a line-item No. 24 Network Cabling per point for the reader and Controller connections - including Cat 6A UTP Cabling, conduits, and all required accessories.

Question No. 6. Maintenance of the system.

Answer: The bidder to specify the maintenance requirements for their solution, including all software updates and hardware warranty. The bidder to quote accordingly for annual licenses and any other requirements.

There being no other business to transact for the day, the briefing ended at 3:45 P.M.



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ALEX MARAGIA

26/05/2023

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DATE



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STELLA CHEPKOECH

26/05/2023.

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DATE