

**MINUTES OF THE PRE-BIDDERS CONFERENCE FOR OPEN NATIONAL TENDER SUPPLY, DELIVERY, REFURBISHMENT, AND COMMISSIONING OF LOCAL AREA NETWORK IN SELECTED POSTAL CORPORATION OF KENYA OFFICES IN THE REPUBLIC OF KENYA. NO:CA/SCM/OT/08/2025-2026 HELD ON FEBRUARY 26<sup>TH</sup> 2026.**

<b>NAME</b>	<b>TITLE</b>
Paul Kiage	Chairman
Eng. Fred Ongaro	Member
Philip Kiplagat	Member
Lemurt Parsinante	Member
Ruth kariuki	Member
Johnson Shuma	Member
Ruth Nato	Member
Rachel Kinyua	Member
Anthony Jilo	Member
Linda Mailu	Member
Eric Rono	Member
David Kirimi	Member
Ignatius Kibaba	Taking Minutes
<b>PCK TEAM</b>	
Elvin Amugu	Member
Dennis Nyamichaba	Member
Rose Musyimi	Member
Victor Ogutu	Member
<b>BIDDERS REPRESENTATIVES</b>	<b>NAME OF FIRM</b>
Isaack Kemboi	Abt Limited
Yvonne Wanjiku Nyambura	Vijiji Connect Limited
Moses	Fortune Besbuys Africa Ltd
Ali Sang	Frontier Optical Networks
Brian Truphimo	Jo World Agencies Limited
Mueke	Agile Business Solutions Limited
Leon Njoroge Maganjo	Tritel Technologies Ltd
Ronald K Kirui	Bridgespace International Group Limited
Duncan Gitau	Com Twenty One Ltd
Patience Asiime	N/A
Emmanuel Nyamweya	Pavicon Kenya Ltd
Kennedy Omondi	Kingdom Automation Ltd
Esther Ndwiga	Vijiji Connect Limited
Gabriel Gichimu	Techsource Point Ltd
Leon Njoroge Maganjo	N/A
Serah Njuguna	Wright Trading And General Contractors Limited
Isaack	Agile Bt
Kelvin Ruttoh	N/A
Hartley Mandela	Adsolute Systems Limited
Philip Adar	Sidika Engineering Services Limited
James Mwita	Mastersapce Solutions Ltd
Bartai Gonzalum	Kibet Bartai Gonzalum Holdings Limited

NAME	TITLE
Caroline	Fgee Technology Limited
Hezron Ngeno	Candor Limited
Mark Muriithi	Vilcom Networks Limited
Precious Boruett	Tritel Technologies Limited
Jamlick Ndungu	Ms Powermax International Limited
	Tritel Technologies Limited
Sheila Chepkoech	Dynamo Solutions Ltd
Martin Ileri	Pavicon (K) Limited
Duke Orina	Crescent Tech Limited
Ian Gichuki	Wright Trading & General Contractors Ltd
Jack Gathara	Meser Solutions Limited
	Fortune Bestbuys Africa Ltd
Fredrick Mutemwa	Geonet Technologies Limited
Moses Otieno	Abt Limited
Kibet Gilbert	Tenece Professional Services
Dennis Ruitha	Globalspec Business Solutions Ltd
Daisy Kiplagat	Lauser Technologies
Benard Too	Masterspace Solutions Limited
Alex Ronoh	Pavicon K Ltd
Joseph Ondiwa	Next Technologies Limited
Emmanuel Nyamweya	Next Technologies Limited
Christine Kerubo	Sabbia Civil And Building Contractors
Christine Kerubo	N/A
Sabbia Civil	
Mark Muriithi	

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<b>Min 01-26/02/2026: Opening Remarks and adoption of Agenda</b>	<b>Action By</b>
<p>The Chair called the meeting to order at 9:00 A.m. The agenda of the meeting was adopted as follows:</p> <p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. Opening remarks</li> <li>2. Overview presentation for the tender ,Supply Delivery, Refurbishment, and Commisioning of Local Area Network in selected postal corporation of Kenya offices in the republic of Kenya.</li> <li>3. Questions and answers session</li> </ol> <p>The Chair welcomed the members to the meeting and thanked them for their interest in the tender, noting that the project will be of significant benefit to the country. He informed the bidders that the purpose of the meeting was to clarify any ambiguous areas within the tender document to enable them to finalize and submit responsive bid proposals.</p>	
<b>Min 02-26/02/2026: Overview of presentation</b>	<b>Action By</b>
<p>Members were informed of the mandate of the Authority i.e it is the regulatory Authority for the ICT industry in Kenya with responsibilities in telecommunications, e-commerce, broadcasting and postal/courier services. The Authority, is also responsible for managing the country's numbering and</p>	Eng. Ongaro

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<p>frequency spectrum resources, administering the Universal Service Fund (USF) as well as safeguarding the interests of users of ICT services.</p>	
<p>The meeting was informed that the Authority is the national regulator for the ICT sector, with oversight over telecommunications, e-commerce, broadcasting, and postal/courier services. The Authority is also mandated to manage national numbering and frequency spectrum resources, administer the Universal Service Fund (USF), and safeguard the interests of ICT consumers.</p> <p>The Authority has developed a comprehensive USF Strategy that identifies access gaps across the country within the telecommunications, broadcasting, and postal/courier subsectors. Through detailed access gap studies conducted nationwide, the Authority identified the need to support PCK, particularly in enhancing access to postal and courier services in unserved areas.</p> <p>It was noted that the Postal Corporation of Kenya (PCK) is a strategic partner in the implementation of USF projects, with a specific mandate of ensuring universal access to postal services across the country. As both a contributor to and beneficiary of the USF, PCK qualifies to participate in USF-supported initiatives. Through nationwide access gap studies, the Authority identified the need to strengthen connectivity and service delivery within selected PCK outlets, particularly in remote and underserved areas.</p> <p>The primary objective of the USF is to extend services to areas that are not commercially viable, while still promoting private sector participation where feasible. Under the current project, support to PCK includes refurbishment of selected outlets, installation of network equipment, and commissioning of LAN infrastructure to enhance access to essential postal and courier services in far-flung regions.</p> <p>This initiative represents a pilot phase of broader planned interventions in the postal and courier subsector, including the development of consolidation centers and engagement with multiple service providers. The support leverages PCK's national footprint and aligns with its strategic revamping plan, creating potential partnership opportunities for private sector players to expand service coverage in underserved areas.</p> <p>The aim is to ensure that essential communication and courier services are operational and accessible, thereby promoting universal access.</p>	
<b>Presentation on Overview of the Tender Document</b>	
<p>The prospective bidders were thereafter taken through the tender requirements. Below is the summary presentation covered during the prebidders conference..</p> <p><b>1. Scope of Works</b></p> <p>The tender covers:</p>	

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<ul style="list-style-type: none"> <li>i. Refurbishment works at selected sites</li> <li>ii. LAN cabling and installation</li> <li>iii. Installation of both active and passive network components</li> <li>iv. Provision of Workstations including desktops, printers, desks and office chair</li> <li>v. Supply and installation of back up power system</li> </ul> <p>Bidders were advised to carefully review the scope and prepare comprehensive and responsive bids due to the magnitude of the works.</p> <p><b>2. Tender Structure and Key Requirements</b></p> <ul style="list-style-type: none"> <li>i. The tender is divided into four (4) lots. <ul style="list-style-type: none"> <li>Lot 1: North &amp; Eastern -Wajir, Mandera, Dadaab,Kitui &amp;Hola</li> <li>Lot 2: Coast – Malindi, Faza, Namanga &amp; Lunga lunga</li> <li>Lot 3: Rift Valley – Narok, Lodwar, Iten &amp; Eldama Ravine</li> <li>Lot 4: Nothern &amp; Central - Moyale, Maralal, Dol Dol &amp; Isiolo</li> </ul> </li> <li>ii. Bidders are required to provide a Tender Security of KES 200,000 per lot.</li> <li>iii. The project completion period is six (6) months from the date of contract award.</li> <li>iv. The tender allows for Joint Ventures, provided there is a duly executed Joint Venture Agreement clearly indicating the lead partner.</li> </ul> <p><b>3. Tender Validity</b></p> <p>Tender validity period is 140 days, with an additional 30 days to cater for the tender security validity.</p> <p><b>4. Authorization and Signing of Bids</b></p> <ul style="list-style-type: none"> <li>i. Tenders must be properly signed and stamped.</li> <li>ii. Where the signatory is not a director listed in the CR12, a duly executed Power of Attorney must be provided.</li> <li>iii. In cases with multiple directors, authorization must be clearly documented.</li> </ul> <p><b>5. Evaluation Criteria</b></p> <p>The evaluation will be conducted in four stages:</p> <ul style="list-style-type: none"> <li>1. Mandatory Evaluation – Pass/Fail</li> <li>2. Technical Compliance Evaluation – Pass/Fail</li> </ul>	

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<p>3. Technical Capacity Evaluation – Pass/Fail</p> <p>4. Financial Evaluation – Based on the lowest evaluated cost per lot.</p> <p>Bidders were reminded that failure to meet mandatory or technical compliance requirements would lead to automatic disqualification.</p> <p>6. Technical Compliance Requirements</p> <ol style="list-style-type: none"> <li>1. Bidders must indicate compliance as “Yes” or “No.”</li> <li>2. Where compliant, bidders must provide clear explanations and reference the exact page/section of their bid document where the information is found.</li> <li>3. Failure to provide proper referencing will result in disqualification.</li> </ol> <p>7. Technical Capacity Requirements</p> <p>Bidders are required to demonstrate:</p> <ol style="list-style-type: none"> <li>i. Methodology and work plan (including Gantt chart)</li> <li>ii. Maintenance and support plan, including Service Level Agreements (SLAs)</li> <li>iii. Warranties</li> <li>iv. Company experience in similar projects</li> <li>v. Qualified personnel (Project Manager, Network Engineers, Technicians, etc.)</li> </ol> <p>8. Financial Proposal Structure</p> <ol style="list-style-type: none"> <li>i. Financial proposals must be submitted per lot.</li> <li>ii. Bidders must provide subtotal costs for each lot.</li> <li>iii. Add 16% VAT and 0.03% Public Procurement Capacity Levy.</li> <li>iv. Provide a total per lot (not a grand total for all lots combined).</li> <li>v. Award will be made to the lowest evaluated bidder per lot.</li> </ol> <p>9. Bill of Quantities (BQ)</p> <ol style="list-style-type: none"> <li>i. A detailed Bill of Quantities (BQ) is provided for refurbishment works and is mandatory.</li> <li>ii. Bidders must complete, sign, and submit the BQ.</li> <li>iii. The BQ totals must align with the amounts carried forward to the Financial Proposal Form.</li> <li>iv. BQs are provided per site (17 sites), indicating units, quantities, rates, and amounts.</li> </ol> <p>Mr Lemurt, concluded by emphasizing the importance of carefully filling all forms, signing and stamping required documents, and ensuring consistency between the technical and financial submissions.</p>	
<b>Min 01-26/03/2026: Questions And Answers Session</b>	<b>Action By</b>

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<p>The session was moderated by Mr.Parsinante Lemurt With responses provided by CA and PCK. The response to the clarifications sought are detailed below:</p> <p><b>1. Are site visits mandatory? Are specific dates provided?</b></p> <p>CA: Site visits are not mandatory. However, bidders are strongly encouraged to visit the sites to take measurements and assess the scope of works, as this will enable submission of responsive bids. Further details will be provided through an addendum.</p> <p><b>2. Can a bidder participate in multiple lots?</b></p> <p>CA: Yes. Bidders may bid for one or several lots. Evaluation will be conducted per lot, and award will be made to the lowest evaluated bidder per lot. A bidder may therefore win one or multiple lots, subject to meeting all requirements.</p> <p><b>3. When bidding for multiple lots, should separate documents be submitted?</b></p> <p>CA: <b>No.</b> Bidders are required to submit one complete bid document, even when applying for multiple lots. The technical and mandatory requirements remain the same. Financial proposals must clearly indicate totals per lot and transfer each lot total into the Form of Tender. Only one Form of Tender is required, structured to reflect all lots applied for.</p> <p><b>4. Are there preferred OEMs (Original Equipment Manufacturers)?</b></p> <p>CA: No. The tender is not OEM specific. Bidders are required to meet or exceed the specifications provided in the tender document, regardless of manufacturer.</p> <p><b>5. How will Joint Ventures (JVs) be evaluated?</b></p> <p>CA: A Joint Venture is limited to a maximum of two (2) firms. A duly executed JV Agreement must be submitted, clearly indicating the Lead Partner.</p> <p>Evaluation will be conducted as follows:</p> <ol style="list-style-type: none"> <li>i. Mandatory Requirements: Assessed based on the Lead Partner.</li> <li>ii. Technical Capacity: The JV partner will complement the lead partner in meeting technical requirements.</li> <li>iii. Financial Capability (Audited Accounts): Primarily assessed based on the Lead Partner. However, audited accounts form part of technical capacity and must meet the tender requirements.</li> </ol> <p>If the Lead Partner meets the required financial capability threshold, the JV will pass that stage.</p>	<p><b>Lemurt Parsinante</b></p>

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<p><b>6. Will the summary presentation on scope and refurbishment works be shared?</b></p> <p>CA: All required information on the scope of the tender are as detailed in the tender document. Bidders are advised to familiarize with the entire document.</p> <p><b>7. Is there a more detailed Bill of Quantities (BQ) for refurbishment works?</b></p> <p>CA: The detailed Bills of Quantities are already contained in the tender document for each site.</p> <p><b>8. Can the tender submission deadline be extended to accommodate site visits?</b></p> <p>CA: At the moment, there are no plans to extend the tender submission deadline due to financial year timelines and other pending procurements. However, bidders experiencing significant challenges may formally write to the Authority for consideration with appropriate justifications.</p> <p><b>9. Will additional clarifications be allowed after the meeting?</b></p> <p>CA: Yes. Requests for clarification may be submitted up to seven (7) days before the tender closing date. All clarifications and responses will be issued in the form of official addenda and published on the Authority's website.</p>	

There being no other business the meeting was adjourned at 11 AM .

Sign.....  
  
 Chairman 27/2/2026