MINUTES OF THE VIRTUAL PRE-PROPOSAL MEETING FOR PROVISION OF CONSULTANCY SERVICES FOR DEVELOPMENT OF A COMMUNICATION AND MEDIA STRATEGY FOR THE FINANCING LOCALLY-LED CLIMATE ACTION PROGRAM HELD ON WEDNESDAY 16TH MARCH, 2022 AT 10.00 A.M. KENYAN TIME.
TENDER: FLLoCA/PIU/NC/03/2021-2022

Members Present;

1. Ms. Tumpeyo Baari
2. Mr. W. A. Kituyi
3. Mr. Kenneth Korir
4. Ms. Rhoda Nyambori
5. Ms. Audrey Mzizi
6. Ms. Caroline Wachira
7. Mr. Kenneth Mueke
8. Mr. Martin Mwenda
9. Ms. Rebecca Adeli
10. Mr. Mohammed Amin
11. Mr. Kenneth Muriungi
12. Ms. Janet Kwamboka

The National Treasury, FLLoCA- Chairperson
The National Treasury
The National Treasury
The National Treasury, FLLoCA
Sage Media
Chilcott Group
Galactic International
Peterson Communications
Peterson Communications
Studio 63 productions
Media Edge Interactive
Vintage Concepts

Min. 1/16/03/2022: Chairperson’s Remarks

The Chairperson opened the meeting at 10.10 a.m. Kenya Time. Participants were requested to introduce themselves.

In her opening remarks, the Chairperson informed the members the purpose of the meeting was to give the consulting firms a chance to seek any clarification on the Request for proposal document to enable them prepare and submit competitive proposals.

Min. 2/16/03/2022: Outline of the Request for Proposal Document

The Procurement Specialist, Financing Locally-Led Climate Action Program gave briefs on the outline of what the tender document entailed as follows:

1. Section I – Request for Proposal
2. Section II – Instructions to Consultants and Data Sheet
3. Section III – Technical Proposal  
4. Section IV – Financial Proposal  
5. Section V – Terms of Reference  
6. Section VI - Conditions of Contract and Contract Forms  
7. Section VII - General Conditions of Contract  
8. Section VIII- Special Conditions of Contract  
9. Section IX - Appendices  

The consultant firms were requested to read through the Request for Proposal (RFP) document and ensure that they understood the requirements of the RFP. They were requested to confirm the requirements of the mandatory submissions and respond accordingly.

Min. 3/16/03/2022: Clarifications by the consultant firms

The consultant firms were informed that the purpose of this meeting was to receive questions from them. The National Treasury shall provide answers to the questions and later confirm the same by issuing an addendum.

The consultant firms requested for various clarifications which were responded to and a comprehensive response on the same is included in the addendum No. 2 dated 16th March, 2022.

The consultant firms were also requested to submit their inquiries to email procurement@treasury.go.ke for official responses.

Min. 4/16/03/2022: Any Other Business

There being no any other business the meeting ended at 11.40 a.m Kenyan Time

Signed: T. Baari  
Chairperson  

Signed:  
Secretary  

Date: 24th March 2022