MINUTES OF THE VIRTUAL PRE-PROPOSAL MEETING FOR PROVISION OF CONSULTANCY SERVICES FOR DEVELOPMENT OF A CORPORATE BRAND IDENTITY, ART CONTENT AND COLLATERAL CREATION FOR THE FINANCING LOCALLY-LED CLIMATE ACTION PROGRAM HELD ON TUESDAY 15TH MARCH, 2022 AT 10.00 A.M. KENyan TIME.
TENDER: FLLoCA/PIU/NC/04/2021-2022

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. Francis Mueke  
8. Mr. Mohammed Amin  
9. Mr. Kenneth Muriungi  
10. Ms. Janet Kwamboka  
11. Ms. Gladys Kimani  
12. Mr. Gaye Matheka  
13. Mr. Humphrey Okeno  
14. Ms. Njeri Wachira  
15. Mr. Ken Langat  
16. Mr. Charles Ng’ang’a  
17. Ms. MaryAnne Mungai  
18. Ms. Njoki Muriithi  
19. Mr. H.N Mwaura

The National Treasury, FLLoCA- Chairperson
The National Treasury
The National Treasury, FLLoCA
Edge and Motion Group Limited
Chilcott Group
Modern Insurance Brokers
Studio 63 productions
Media Edge Interactive
Vintage Concepts
Minet Kenya Insurance Brokers
APA insurance
Zamara Risk and Insurance Brokers
Oxygene Marketing Communication Limited
MediaLink
Waumini insurance Brokers Ltd
Jubilee Health Insurance Ltd
Media Edge Interactive
Kenyan Alliance

Min. 1/15/03/2022: Chairperson’s Remarks

The Chairperson opened the meeting at 10.05 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. 2/15/03/2022: Outline of the Request for Proposal Document

The Head, Supply Chain Management Services, gave briefs on the outline of what the Request for Proposal 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 consultants 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 in the Data Sheet especially the mandatory submissions, evaluation criteria and respond accordingly.

Min. 3/15/03/2022: 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 15th March, 2022.

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

Min. 4/15/03/2022: Any Other Business

There being no any other business the meeting ended at 12:10 p.m Kenyan Time

Signed: [Signature]  Signed: [Signature]
Chairperson  Secretary

Date: 24th March 2022.