



REPUBLIC OF KENYA  
THE NATIONAL TREASURY AND PLANNING

MINUTES OF THE VIRTUAL PRE-BID MEETING FOR PROVISION OF MEDICAL COVER FOR STAFF FOR YEAR 2022-2023 FOR THE FINANCING LOCALLY-LED CLIMATE ACTION PROGRAM HELD ON TUESDAY 15<sup>TH</sup> MARCH, 2022 AT 10.00 A.M. KENYAN TIME.

TENDER : FLLoCA/PIU/NC/02/2021-2022

---

**Members Present;**

1. Ms. Tumpeyo Baari	The National Treasury, FLLoCA- Chairperson
2. Mr. W. A. Kituyi	The National Treasury
3. Mr. Kenneth Korir	The National Treasury
4. Ms. Rhoda Nyambori	The National Treasury, FLLoCA
5. Ms. Audrey Mzizi	Edge and Motion Group Limited
6. Ms. Caroline Wachira	Chilcott Group
7. Mr. Francis Mueke	Modern Insurance Brokers
8. Mr. Mohammed Amin	Studio 63 productions
9. Mr. Kenneth Muriungi	Media Edge Interactive
10. Ms. Janet Kwamboka	Vintage Concepts
11. Ms. Gladys Kimani	Minet Kenya Insurance Brokers
12. Mr. Gaye Matheka	APA insurance
13. Mr. Humphrey Okeno	Zamara Risk and Insurance Brokers
14. Ms. Njeri Wachira	Oxygene Marketing Communication Limited
15. Mr. Ken Langat	MediaLink
16. Mr. Charles Ng`ang`a	Waumini Insurance Brokers Ltd
17. Ms. MaryAnne Mungai	Jubilee Health Insurance Ltd
18. Ms. Njoki Muriithi	Media Edge Interactive
19. Mr. H.N Mwaura	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 bidders a chance to seek any clarification on the tender document to enable them prepare and submit competitive bids.

### Min. 2/15/03/2022: Outline of the Tender Document

The Head, Supply Chain Management Services gave briefs on the outline of what the tender document entailed as follows;

1. Section I - Instructions to Tenderers
2. Section II - Tender Data Sheet
3. Section III - Evaluation and Qualification Criteria
4. Section IV - Tendering Forms
5. Section V - Schedule of Requirements
6. Section VI - General Conditions of Contract
7. Section VII - Special Conditions of Contract
8. Section VIII - Contract Forms

The tenderers were requested to read through the tender document and ensure that they understood the requirements of the tender. They were requested to confirm the requirements of the mandatory submissions and respond accordingly.

### Min. 3/15/03/2022: Clarifications by the Tenderers

The Tenderers 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 Tenderers requested for various clarifications which were responded to and a comprehensive response on the same is included in the addendum No. 2 dated 15<sup>th</sup> March, 2022.

The tenderers were also requested to submit their inquiries to email [procurement@treasury.go.ke](mailto: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 11.30 a.m Kenyan Time

Signed: T. Barari  
Chairperson

Signed: [Signature]  
Secretary

Date: 24<sup>th</sup> March 2022