



REPUBLIC OF KENYA  
THE NATIONAL TREASURY AND PLANNING

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 16<sup>TH</sup> MARCH, 2022 AT 10.00 A.M. KENYAN TIME.  
TENDER : FLLoCA/PIU/NC/03/2021-2022

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**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	Sage Media
6. Ms. Caroline Wachira	Chilcott Group
7. Mr. Kenneth Mueke	Galactic International
8. Mr. Martin Mwenda	Peterson Communications
9. Ms. Rebecca Adeli	Peterson Communications
10. Mr. Mohammed Amin	Studio 63 productions
11. Mr. Kenneth Muriungi	Media Edge Interactive
12. Ms. Janet Kwamboka	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 16<sup>th</sup> March, 2022.

The consultant firms were also requested to submit their inquiries to email [procurement@treasury.go.ke](mailto: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: [Signature]  
Secretary

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