



REPUBLIC OF KENYA  
THE NATIONAL TREASURY AND PLANNING

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 15<sup>TH</sup> MARCH, 2022 AT 10.00 A.M. KENYAN TIME.

TENDER: FLLoCA/PIU/NC/04/2021-2022

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**Members Present;**

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| 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 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 15<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. 4/15/03/2022: Any Other Business**

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

Signed: T. Bani  
Chairperson

Signed: [Signature]  
Secretary

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