



REPUBLIC OF KENYA  
THE NATIONAL TREASURY AND PLANNING

MINUTES OF THE VIRTUAL PRE BID CONFERENCE MEETING FOR THE FOLLOWING TENDERS:

1. TENDER FOR PROVISION OF CONSULTANCY SERVICES FOR THE DEVELOPMENT OF COMMUNICATION AND CHANGE MANAGEMENT STRATEGY FOR THE IMPLEMENTATION OF ELECTRONIC GOVERNMENT PROCUREMENT (E-GP) SYSTEM FOR THE GOVERNMENT OF KENYA TENDER NO. TNT/041/2021-2022
2. TENDER FOR UPGRADE OF THE EXISTING NATIONAL TREASURY DATA CENTRE INFRASTRUCTURE TENDER NO. TNT/040/2021-2022

HELD ON 24<sup>th</sup> MAY, 2022 AT 10.00 A.M.

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Members Present;

S/No	Name	Email	Company
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#### Min. 1/24/05/2022: Chairperson's Remarks

The Chairperson opened the meeting at 10.30 a.m.

In his opening remarks, the Chairperson informed the members the purpose of the meeting and that the pre – bid meeting was for the following tenders;

S/No	Tender No.	Description
1.	TNT/040/2021-2022	Upgrade of the existing National Treasury Data Centre Infrastructure
2.	TNT/041/2021-2022	Provision of Consultancy Services for the Development of Communication and Change Management Strategy for the Implementation of Electronic Government Procurement (E-Gp) System for The Government of Kenya

#### Min. 2/24/05/2022: Outline of the Tender Document

The Head, Supply Chain Management Services gave briefs on the outline of what is entailed the tender documents for each tender as follows;

##### a. Tender Document for Non-Consultancy Services

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

##### b. Tender Document for Consultancy Services (Request for Proposal)

1. Section 1 - Instructions to Consultants and Data Sheet
2. Section 2 - Data Sheet
3. Section 3 -Technical Proposal – Standard Forms



**Min. 3/24/05/2022: 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 the 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 following addenda;


S/No	Tender No.	Description	Addendum
1.	TNT/040/2021-2022	Upgrade of the existing National Treasury Data Centre Infrastructure	Addendum 1 Ref: TNT/040/2021-2022 dated 25 <sup>th</sup> May, 2022
2.	TNT/041/2021-2022	Provision of Consultancy Services for the Development of Communication and Change Management Strategy for the Implementation of Electronic Government Procurement (E-Gp) System for The Government of Kenya	Addendum 1 Ref: TNT/041/2021-2022 dated 25 <sup>th</sup> May, 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. 4/24/05/2022: Any Other Business**

There being no any other business the meeting ended at 12.45 p.m.

Signed:   
Chairperson

Signed:   
Secretary

Date: 26<sup>th</sup> May 2022

