



REPUBLIC OF KENYA
THE NATIONAL TREASURY AND PLANNING

MINUTES OF THE VIRTUAL PRE PROPOSAL CONFERENCE MEETING FOR REQUEST FOR PROPOSALS FOR PROVISION OF INDIVIDUAL CONSULTANCY SERVICES FOR DEVELOPMENT OF POLICY REFORMS FOR PUBLIC SECTOR RETIREMENT BENEFIT SCHEMES TENDER NO. TNT/001/2022-2023 HELD ON 20TH JULY, 2022, 2022 AT 10.00 A.M.

Members Present;

S/No	Name	Email
1.	Michael Kagika	alfredkagika@gmail.com – Chairperson
2.	Kituyi W.A	wakituyi@yahoo.com
3.	Alice Nyariki	alicenyariki463@gmail.com
4.	Benard Oloo	benoloo2002@gmail.com
5.	Don Muyera	muyera@gmail.com
6.	Joseph Ngugi	ngugijz@yahoo.com
7.	Wesley Too	wesleytoo@yahoo.com
8.	Ivy Marenja	ivy@ojjosenaji.com
9.	John Muli	jbuchiz4@gmail.com
10.	Daniel Mutukwa	mutukwad@yahoo.com
11.	Johnstone Semo	semojohnstone@gmail.com
12.	Johnstone Akwimbi	semojohnstone@gmail.com
13.	Andrew Slater	andrew@tanahlot.ltd
14.	Edward Wachira	ewachira@genghis-capital.com
15.	Immaculate Matara	immaculate.matara@actserv-africa.com
16.	David Nyakundi	davidbonyi@gmail.com
17.	John Ndua	jndua@genghis-capital.com
18.	David Mwakitele	david.mwakitele@rcl-world.com
19.	Darshan Ruparelia	darshan.ruparelia@rcl-world.com
20.	Andrew Kyalo	andrew.kyalo@rcl-world.com
21.	Rebecca Okwara	rebecca.okwara@kwelicapital.com

Min. 1/20/07/2022: Chairperson's Remarks

The Chairperson opened the meeting at 10.30 a.m. with a word of prayer from Mr. David Nyakundi.

In his opening remarks, the Chairperson informed the members the purpose of the meeting and that the pre – bid meeting was for the Request for Proposals for Provision of Individual

Consultancy Services for Development of Policy Reforms for Public Sector Retirement Benefit Schemes.

He informed the members of the consultancy services was to assist in solving various issues of concerns in the Public Pensions industry and to develop the sector.

Min. 2/20/07/2022: Outline of the Tender Document

The Consultants were taken through the outline of what is entailed the Request for Proposal document as follows;

1. Section 1 - Instructions to Consultants and Data Sheet
2. Section 2 - Data Sheet
3. Section 3 -Technical Proposal – Standard Forms
4. Section 4. Financial Proposal - Standard Forms
5. Section 5. Terms of Reference
6. Contract for Consultant's Services
7. Section 7: General Conditions of Contract
8. Section 8: Special Conditions of Contract
9. Section 9: Appendices
10. Section 10. Notification Form

The tenderers were requested to read through the Request for Proposals document and ensure that they understand the requirements of the Request for Proposals. They should check all the mandatory requirements and respond accordingly.

Min. 3/20/07/2022: Clarifications by the Consultants

The Consultants 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 Consultants requested for various clarifications which were responded to and a comprehensive response on the same is included in addendum 1 dated 21st July, 2022.

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

Min. 4/20/07/2022: Any Other Business

There being no any other business the meeting ended at 11.30 a.m.

Signed: 
Chairperson

Signed: 
Secretary

Date: 20/7/2022