

MINUTES OF PRE-TENDER MEETING HELD ON 15th/05/2023 FROM 2:00 PM TO 4:00 PM AT NEMA HEADQUARTERS MAIN BOARDROOM.

Introduction

The National Environment Authority Management (NEMA) re-advertised the tender for supply and installation of routers, server memory upgrade and Network storage-Ref.

NEMA/T/20/2022-2023 through its website www.nema.go.ke and public procurement information portal www.tender.go.ke on 9th May 2023. Section II of the tender document through ITT 8.4 in the tender data sheet invited interested bidders for non-mandatory pre-tender meeting on 15th May 2023 between 2:00 PM to 4:00 PM. Tenderers were requested to submit their requests for clarifications by 12th May 2023 by 1700 Hrs.

Min 1: Opening of the minute

The pre-tender meeting begun with a word of prayer from one of the representatives present. This was followed by introduction by each attendee mentioning their names and the organization they were representing. A total of (4) representatives of various firms attended. All attendees of the meeting signed the attendance register

Min 2: Overview of the tender

The ICT representative from NEMA gave the overview of the scope and objectives of the tender. This also included an overview of the tender document from the supply chain management department representatives from NEMA.

Min 3: Clarifications of tender issues

The following requests for clarifications were received and responses discussed with those who attended the pre-tender conference: Interested bidders are advised to take account of the details in these minutes and factor them in the tender preparation.

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Query 1.

Kindly assist with clarification on server models for the given memories to enable us quote the required memory types.

Response. Bidders are required to take note of the following details and quantities as adjusted in the provided table.

Server Service Tag Details		Capacity and no. of pieces
Model Name/Number	Serial Number	
HP ProLiant DL380 SFF Gen 10	CZ2223044K	32GB (6 Pieces)
	CZ22230446	
	CZ213604JH	
HP ProLiant DL380pGen 8	CZ3510RW79	16GB (4 Pieces)
HP ProLiant DL380 Gen 7	CZ3234TP58	16GB (8 Pieces)

Query Two: How many enclosures for network storage since the Procuring Entity's requirements mentioned scalability of 480 drives in Lot 1.

Response: The supply should meet the requirement below:

10X1.2TB SAS 10k or in any combination provided the indicated storage capacity shall be achieved.

Query Three: Which Lot is new supply and which one is an upgrade or expansion.

Response:

- ✓ Lot One: Supply and Installation of routers- **New**
- ✓ Lot Two: Provision of Server memory upgrade-**Upgrade**
- ✓ Lot Three: Supply and Installation of Network Storage-**New**

Query Four: Which is the physical location of the server? One or multiple location.

Response: The location is NEMA Headquarters.

Query Five: What are the miscellaneous supplies required during installation.

Response: Any miscellaneous supplies required shall be provided by the procuring entity (NEMA).

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Query Six. What is the time frame for completion.

Response: All lots are expected to be completed within 30 Days after signing of the contract.

Query Seven. Is there any preferred Brand for the Storage Devices?

Response: No. Any brand that meets the provided specifications shall be acceptable.

Other Clarifications provided by the procuring entity.


- ✓ Manufacturer Authorization is required for the memory upgrade devices
- ✓ Each lot should have its own individual form of tender as indicated in the tender document.

Min 4: Any other business

There being no other business the meeting was adjourned at 4:15 PM.

Prepared by:

Mr. Martin Mwiti

Signed: 

Date: 15th/05/2023

Confirmed by:

Peter Wanjau

Signed: 

Date: 15th/05/2023