



MINUTES OF THE PRE-TENDER CONFERENCE HELD ON 9TH NOVEMBER 2022 BETWEEN 2:00PM AND 3:00PM AT THE EHPMP CONFERENCE ROOM IN BLOCK B-NEMA HEAD OFFICE.

Introduction

The National Environment Management Authority (NEMA) published the tender for Supply & Installation of Routers, Server Memory Upgrade & Network Storage-Ref. NEMA/T/20/2022/2023 on www.tenders.go.ke and www.nema.go.ke on November 04, 2022. Section II of the tender document through ITT 8.4 in the Tender Data Sheet called for a non-mandatory pre-tender conference which took place on 9th November 2022 between 2:00PM and 3:00PM. Tenderers were requested to submit their requests for clarifications by 8th November 2022 at 3:00PM.

Min 1: Opening of the Meeting

The pre-tender conference was opened with a word of prayer from one of the representatives present. This was followed by introductions with each attendee mentioning their name and the organization they were representing. A total of nine (9) representatives from various organizations attended the pre-tender conference. The attendees (except NEMA officers) signed the attendance register.

Min 2: Overview of the Tender

The ICT department representative from NEMA gave an overview of the scope and objectives of the tender. This also included an overview of the tender document from the Supply Chain Management department representative from NEMA.

Min 3: Clarification of Tender Issues

The following requests for clarifications were received and the responses discussed with those who attended the pre-tender conference:

- i. *“We would like to seek clarification on the server memory upgrade for the tender. For Memory, we need to know what servers they are for – as compatibility varies based on server model, processor etc. It would be important to get Service Tag details of the servers – to verify compatibility so we can request pricing of storage + memory.”*
- ii. *“Please provide the make/model /serial number of the servers for each respective memory required. Give part numbers for the memory required.”*

The following responses were issued:

Server service tag details		Number of pieces
Model Number	Serial Number	
Hp proliant DL380 SFF Gen 10	CZ2223044K	32gb (3 Pieces)
	CZ22230446	
	CZ213604JH	
Hp proliant DL380p Gen 8	CZ3510RW79	16gb (4 Pieces)
Hp proliant DL380 Gen 7	CZ3234TP58	16GB (8 Pieces)
	CZ3234TP59	

Min 4: Any Other Business

There being no other business, the meeting was adjourned at 2:40PM.

Prepared By:

Njeru Kenneth

Signed: .....Date: 9/11/2022

Confirmed By:

Peter Wanjau

Signed: .....Date: 9/11/2022

Joseph Maina

Signed: .....Date: 9/11/2022

