**COMMISSION FOR UNIVERSITY EDUCATION**
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**MINUTES OF THE PRE-ARRANGED PRETENDER MEETING FOR INVITATION TO TENDER (ITT) NO.CUE/NT/02/2022-2023: PROVISION OF ASSET VALUATION AND ASSET TAGGING SERVICES**

**PRESENT**

1) Phyllis Karimi - CUE Representative, Chairperson
2) Kenneth Ntong'ondu - CUE Representative
3) Naftali Okodo - CUE Representative (Recording)

**IN-ATTENDANCE**

| S/No. | Name | Company Name | Contacts |
|---|---|---|---|
| 1. | Albert Sitati | Spartec Consortium Africa Ltd | 0740111615 |
| 2. | Samson Barasa | Spartec Consortium Africa Ltd | 0705917051 |
| 3. | Don Amenya | Eco-Oryx Solutions Ltd | 0720294372 |
| 4. | Martin Okoth Achieng' | Syagga & Associates Ltd | 0710157145 |
| 5. | James Ngalia | Gimco Limited | 0702100633 |
| 6. | Monicah Wangui | NW Realite Ltd | 0718531822 |
| 7. | Joseph Mwaura | Sundown Valuers | 0720348696 |
| 8. | Edna Karongo | Icon Valuers Ltd | 0706067676 |
| 9. | Jackie Njambi | Synergy Co.Ltd | 0722796409 |

**AGENDA**

1. **Introduction/ Preliminaries**
2. **Communication from the Chairperson**
3. **Clarification of the tendered services**
4. **Site visit of CUE Headquarters to verify the Asset base**
5. **Any Other Business**

**MIN/01/PBM/ CUE/NT/02/2022-2023 - PRELIMINARIES**

The meeting started at 10.30am with a word of prayer said by Naftali Okodo. The Chairperson welcomed everyone and thanked them for creating time to attend the pre-arranged meeting, she further requested everyone to make personal introduction before her opening remarks.

**MIN/02/PBM/ CUE/NT/02/2022-2023 – COMMUNICATION FROM THE CHAIRPERSON**

On her opening remarks, the Chair highlighted the core mandate of Commission for University Education to the present bidders and informed them that the Agenda of the arranged pre-bid meeting was to clarify any issue related to the advertised tender no **NO.CUE/NT/02/2022-2023: for Provision of Asset Valuation and Asset Tagging Services** as indicated in the bid document.

It was noted that representatives from Spartec Consortium Africa Ltd thought the pre-bid meeting was for tender for installation of CUE/NT/01/2022-2023: Supply, Delivery, Installation and Commissioning of Microsoft_365_licenses which was advertised together with Asset Valuation and Asset Tagging Services on the same date, after getting the right information they left the meeting.

**MIN/03/PBM/ CUE/NT/02/2022-2023 – CLARIFICATION OF TENDERED SERVICES/ BID DOCUMENT**

Bidders present were taken through the requirements on Asset Management tool and the expected output from the advertised assignment.

The following were the concern raised by bidders;

(i) Availability of the system/infrastructure to generate expected reports

(ii) The type of scanners

(iii) Number of Assets

(iv) Size of land parcel.

It was clarified that:-

(i) Commission for University Education has an Asset Management System in place and once the assignment output is keyed in the reports shall be generated.

(ii) Barcode scanners are the recommended scanners over the Radio Frequency Identification (RFID) scanners due to the nature and volume of the assets.

(iii) Bidders were encouraged to undertake survey to ascertain the number of available assets before quoting.

(iv) The size of the Land was given to the bidders as follows;-CUE Gigiri land size approx.4.44ha (10.97acres), CUE Loresho land size approx.0.22ha (0.5436 acres)

**MIN/04/PBM/ CUE/NT/02/2022-2023: SITE VISIT**

The interested bidders present were taken on a site survey of the CUE Headquarters offices to assess the volume of assets at the Commission.

Here being no other Business the meeting ended at 12.10 pm.

Minutes approved for circulation

Signature……Date…3/2/2023……..