

**MINUTES OF PRE-BID MEETING AND SITE VISIT COMMITTEE FOR REQUEST FOR BIDS ON DESIGN, SUPPLY AND INSTALLATION OF 2 DATA ROOM UPGRADES AND 2 IT INFRASTRUCTURES BUILDS FOR ESR AND CCTP MIS UNDER TENDER REF.NO.KE-NSPS-279055-NC-RFB**

---

**Present:**

1. Stefanie Bitengo	-	AD-SD	-	Chairperson
2. George Muhoro	-	AD-ICT	-	Member
3. Paul Njoroge	-	SDO	-	Member
4. Stephen Ndung'u	-	SDO	-	Member
5. David Kariuki	-	SDO	-	Member
6. Urbanus Kioko	-	SCMO	-	Secretary

**Absent with apology:**

1. Franklin Makhulu	-	ADDCS	-	Member
2. Evelyn Gathecha	-	SICTO	-	Member
3. Shadrack Meme	-	ICTO	-	Member
4. Chrispin Emadau	-	SDO	-	Member
5. Haruan Njue	-	SICTO	-	Member
6. Edward Tulyenge	-	PSCMO	-	Secretariat

**Names of firms' representatives' presents**

1. Joseph Macharia	-	Netco Limited	-	0724721499
2. Michael Mwaura	-	Netco Limited	-	0722398832
3. Anthony Muingai	-	Netco Limited	-	0725515966
4. Nirali Naval	-	Netco Limited	-	0722398832
5. Alex dero	-	A-Z Technologies Ltd	-	0722415972
6. Patrick Thirimu	-	KESHI Holdings Ltd	-	0721390573
7. Stephen H. Mbugua	-	Intermass Technologies E.A Ltd	-	0725560555
8. Alex Mwangi	-	Intermass Technologies E.A Ltd	-	0724249481
9. Andrew Wambua	-	Intermass Technologies E.A Ltd	-	0721458106
10. Anthony Waruingi	-	Encapsulated E.A Ltd	-	0715219399
11. Jackson Tumbo	-	TENECE	-	0723871856
12. Collins Langat	-	JOCISOFT Ltd	-	0721994351

**Agenda**

1. Preliminary
2. Chairperson's Remarks
3. Site Visit
4. Concerns and responses
5. AOB

**MIN 01/01/2023: PRELIMINARY**

The meeting was called to order at 2:30pm by the chair welcoming all present to the meeting. She requested Mr. George Muhoro to open with a word of prayer.

## **MIN 02/01/2023: CHAIRPERSON'S REMARKS**

The chairperson congratulated the firms participating in the tendering process and turning up for the meeting in good time. She requested for a round of self-introduction from members present. She referred to section 7.4 of the BDS in the document and notified the members that the meeting was meant to clarify issues and to answer questions on any matter that may be raised at that stage. She reminded them that they were required to submit their questions in writing to reach the purchaser not later than one week before the meeting. She noted however, that by the time of the meeting, none of the firms had submitted any questions, she opened up the meeting. MIN 03/01/2023:

asked if any of the firms had any questions. upon which, she informed the meeting that there will be a site visit to the data centres where upgrading and IT Infrastructure builds will take place. Thereafter a meeting will be held to respond to any concerns raised.

## **MIN 03/01/2023: SITE VISIT OF THE DATA CENTRES**

The chairperson asked represented firms if they had any questions or clarifications they needed addressed. In their response, the firms indicated that they would want to first visit the various sites proposed for the data center after which they may seek any further clarifications. It was then agreed first undertake familiarization visits to the CCTP MIS and thereafter proceed to the ESR after which a meeting would be held at the ESR premises. The team then proceeded to visit the CCTP and ESR MISs data centres for familiarization and taking of the necessary measurements. Officers from the ICT unit guided the process. Many of the concerns raised were addressed after the visit.

## **MIN 04/01/2023: CONCERNS AND RESPONSES**

On the CCTP MIS Site at the NSSF Building, the firms were *informed that they should treat the two adjacent server rooms in Block A, as one room (the separating wall will be removed by the client before commencement of the assignment). The infrastructure inside the two server rooms as it exists currently serves both the Ministry as well as the Directorate of Social Assistance. Any enhancement going forward will be as illustrated in the bid documents.*

The firms sought clarification on the following issues: -

1. What server generation was the bidder expected to supply?

*It was clarified that bidders are required to adhere to the Technical specifications in the bid document. Further, it was clarified that the Ministry gives only minimal specifications and the bidder is expected to meet or exceed according to the trending market situation.*

2. The firms' representatives noted the following in the ESR Data centre:-

- i. The "ceiling area" of the ESR server room was open to the roof and not properly protected from weather and/or any other external interferences. They wanted to know how the room will be secured from such interference in the future.

*It was confirmed that the State department will be responsible to making sure that such security is provided prior to the commencement of the exercise*

- ii. The space provided for the server room looked small and inadequate to accommodate the servers and power backups. They requested if extra space in the next room would be available for the power backups storage.

*This was noted as a way of decongesting the room and improvement of the data room appearance. The State Department promised to look at the issue for further guidance. It was suggested that we can plan to bypass the power cables through the upper open part or drill some holes through the concrete wall. It was however observed that the cables would be channeled through open upper part of the wall without the drilling.*

3. The firms enquired to know how the existing offsite backup was working and its bandwidth. They also wanted to know on the sustainability of the offsite backup after installation?

*On the offsite backup the firms were informed that this was proposed to be at the Lonhro House and they were informed that they were free to visit the venue if they found necessary*

*On whether the offsite backup site existed, the firms were informed that this never existed and this is the first time the State Department is coming up with such arrangements.*

*On sustainability, the State Department would confirm if ICTA will support or a private contractor will be required.*

4. The bidders wanted to know if it was a must to have all components ISO certified as contained in the bid.

*It was agreed each bidder to adhere to the requirements of the bid document.*

**MIN 04/08/2019: AOB**

There being no other business the meeting adjourned at 4.50 pm.