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MINUTES FOR THE MINISTERIAL TENDER COMMITTEE MEETING NO. MFA/MTC/08/2008-2009 HELD ON 8TH JUNE, 2009 AT THE MINISTRY'S CONFERENCE ROOM ON THE 4TH FLOOR AT 2:30 P.M.

MEMBERS PRESENT

1. Mr. J.K.Ndathi	DA	Chairman
2. Mr. A. M. Muchiri	DDA	Member
3. Ms. Njambi Kinyungu	DDPA	Alt. Member
4. Ms. Beatrice Karago	AG. H/Legal	Alt. Member
5. Ms. J.K. Njiru	2 nd .Counsellor	Alt. Member
6. Mr. A. B. Masinde	AG.CFO	Alt. Member
7. Mr. E. K. Korir	PPO	Secretary

IN ATTENDANCE

1. Mr. G. O. Onyango	Office Superitendant
2. Mr. G. Wesonga	ICT
3. Mr. F. M. Yaya	DS
4. Mr. H. K. Limo	senior Accountant

SECRETARIAT

1. Ms. C. Kerich	P.O 1
2. Ms. E. Obel	P.O 1

MINUTE NO. MFA/MTC/08/01/2008-2009

CONFIRMATION OF MINUTES

Minutes of Meeting No. MFA/MTC/07/2008-2009 held on 25th May, 2009 was confirmed as true record of the deliberations. Proposed by Ms. Njambi Kinyungu and seconded by Mr. A. B. Masinde.

MINUTE NO. MFA/MTC/08/02/2008-2009

MATTERS ARISING

(1) - HIRE OF LEGAL/ESTATE SERVICES - OF CHANCERY AND HIGH COMMISSIONER'S RESIDENCE, TOKYO JAPAN.

Background

Following the decision by the Government to purchase the chancery and residence in Tokyo, the mission in a meeting held on 31st March 2009 established that real estate practice in Japan requires that a lawyer who doubles up as a licensed real estate agent must be involved in processes towards acquisition of property. (Ref KET/ADM/1/11A/VOL.11 (24) of 1st April 2009. Towards this end, the mission invited Request for proposals from four legal and Real Estate firms as listed in their report and Procurement committee's minutes here below. (Ref KET/ADM/1/11A/VOL.11/(41))

MTC/08/2008-2009

The Ministerial Tender Committee at its meeting No MFA/MTC /07/2008-09 held on 25th May 2009 deliberated on the hire of legal/estate services for the proposed purchase of chancery and Ambassadors residence. After deliberating on the application, the committee deferred the matter pending submission of schedule of professional fee charged for legal services by the Japanese Bar Association.

In the intervening period, the Accounting officer directed our mission in Tokyo to seek assistance and advice from the Japanese ministry of Foreign Affairs on suitable options available to the mission on this matter. Consultations are ongoing between our mission and the Japanese Ministry of Foreign Affairs. Pending conclusion of these consultations, this application remains outstanding.

COMMITTEE DECISION

The Ministerial Tender Committee at its Meeting No. MFA/MTC/08/2008-09 held on 8th June 2009 the Committee discussed the Hire of Legal/Estate Services – Of Chancery and High Commissioner's Residence, Tokyo Japan.

After noting the above points, the Committee deferred the application pending a report from the Mission through the assistance and advice from the Japanese Ministry of Foreign Affairs.

After noting the above points, the committee approved awards as indicated below;

Item Description	QTY	Unit Cost (Kshs)	Total Cost (Kshs)	Firm
Supply and delivery of Cisco Switch	3No.	1,280,000	3,840,000	M/s Earth Solution Ltd Po Box 40523 Nairobi
Vlan Configuration	Lot		366,000	Ms Waami Enterprise, Po Box 7460 Nairobi
Additional internet Ports	Lot		1,071,540	Ms Muiruri Enterprises, Po Box 67506 Nairobi

Immediate communication was granted.

There being no other business the meeting ended at 7:30p.m.

Chairman

Date

12.6.2009

Secretary

Date

12/06/09
17/06/09

Confirmed - 12/6/09

COMMITTEE'S DECISION

The Ministerial Tender Committee at its meeting No MFA/MTC /07/2008-09 held on 25th May 2009 deliberated on the proposed Supply and delivery of toners to replenish stocks.

After noting the above points, the committee approved purchase of the assorted paper from the lowest evaluated bidders as detailed below;

Item Description	QTY	Unit Cost Kshs.	Total Cost Kshs	Bidder
Photocopying Paper A4	3,000 reams.	485/=	1,455,000/=	M/s Elikah Supplies
Conqueror Paper White	200 Reams	3950/=	790,000/=	M/s Famous Merchants
Conqueror Paper Blue	200 Reams	3920/=	784,000/=	M/s Liscom Computers and Accessories Ltd
Conqueror Paper Yellow	200 Reams	3935	787,000/=	M/s Securenet Technologies (K) Ltd
Classic Paper A4	200 Reams.	3940	788,000/=	M/s Posh Systems (K) Ltd
Photocopying Papers A3	20 Reams	1400/=	28,000/	M/s Posh Systems (K) Ltd

Immediate communication was granted.

MINUTE No. MFA/MTC/07/13/2008-2009 - A.O.B

There being no other business the meeting ended 4.50pm

Chairman

Date

12.6.2009

Secretary

Date

12.6.09