

MINUTES OF PRE-TENDER MEETING HELD ON 22 September 2022 AT OAG OFFICES IN ISIOLO EWASO NGIRO OFFICES BLOCK, AT 11:00 AM.

**TENDER NAME: PROPOSED LEASE OF OFFICE SPACE FOR THE OFFICE OF THE AUDITOR-GENERAL IN ISIOLO TOWN (READVERTISEMENT)
TENDER NO. OAG/OT/02/2022-2023**

Members Present

1. Office of the Auditor-General Representatives
2. State department of Public Works(Leasing Section) Representatives
3. Bidders Representatives (Various as per the attendance register)

AGENDA

1. Preliminaries
2. Questions and Clarifications Session
3. Closing of the Meeting

Minute 1: Preliminaries

The Chairperson called the meeting to order and requested a Christian and a Muslim religions representative to offer an opening prayer followed by self-introduction of all attendees/members present. The Officer from the State Department for Public Works (Leasing Section) was thereafter given an opportunity by the Chairperson to share with the members the details of the proposed Office requirements. Bidders were also taken through the Tender documents requirements and evaluation criteria by an Officer from Office of the Auditor General Procurement directorate.

Minute 2: Questions and Clarifications Session

The Chairman invited members present to ask questions and seek any clarification regarding the tender document issued. Members present sought to get clarifications on a number of items as Listed below:

i. The Title deed

A member sought to know what documents will be considered in absence of Title deeds owing to the fact that most premises in Isiolo Town do not have Title Deeds.

It was clarified that in absence of Title deeds the equivalent documents showing proof of ownership would be used for example Allotment Letters, PDPs and any other trusted documents.

ii. Lettable Space

A member sought to know what the maximum lettable space would be because the Tender document provided only for a minimum space of “3000sq Ft (or near equal)”

The Office clarifies that the **minimum lettable space is 3,000 Square Feet** and the **Maximum is 5,000 Square Feet**.

iii. Parking Space

A member sought to have the issue of parking space clarified since the office did not state the number of parking slots it was looking for.

The Office clarifies that **the maximum parking bays requirement for the Office is 15 bays**.

iv. Occupancy Certificate/Permit

A member raised a concern that most of the prospective bidders did not have an Occupancy Certificate for their premises and wanted this requirement to be dropped from the evaluation criteria.

It was agreed that the occupancy certificate is a very important document and therefore the requirement to submit a copy of the occupancy certificate was not removed/dropped down.

v. Price Escalation Clause

It was clarified that Price escalation clauses were not applicable in government leases. However, price reviews can be made after every two years.

vi. Price Schedule

It was clarified that Price Schedule shall compute all individual chargeable and the Total Monthly Unit price per square feet be established.

vii. Form of Tender

It was clarified that the amount to be quoted in the Form of Tender is the monthly proposed lease amount.

Minute 3: Vote of thanks

The Vote of thanks was given by one of the Bidders' representatives. They appreciated the openness, fairness and transparency in how OAG had engaged them in the pre - tendering meeting. They were satisfied with the feedback they had received and were now confident that they would be able to respond to the tender as required.

They also applauded the Office for being considerate enough to take time and sensitize the bidders on how to respond to a Tender document.

Minute 4: Closing

The meeting closed at 1.20pm.

Minutes signed by:

N.M
Chairperson

K.K.M.
Secretary