

MINUTES OF PRE- TENDER MEETING FOR VARIOUS TENDERS FOR THE OFFICE OF THE AUDITOR GENERAL HELD ON 06/02/2024 AT ANNIVERSARY TOWERS - 4th FLOOR BOARDROOM AT 11:00 AM

TENDER DESCRIPTION & NUMBER:

1. Provision of Taxi Services for Office of the Auditor - General (Re-Advertisement) - OAG/OT/15/2023-2024
2. Framework Contract for the Supply of Motor Vehicle Fuel, Oil Lubricants and Related Services (Re-Advertisement) - OAG/OT/13/2023-2024
3. Provision of Consultancy Services for ISO/IEC 27001:2022 Certification and Surveillance Audit for the Office of the Auditor-General (Re-Advertisement) - OAG/RFP/03/2023-2024

MEMBERS PRESENT

1. Office of the Auditor-General Representatives
2. Bidders' Representatives (Various as per the attendance register)

AGENDA

1. Preliminaries
2. Sensitization on the Tender Documents, Questions and Clarifications Session
3. Closing of the Meeting

Min. 01/06/2024/ Preliminary

The meeting started at 11:00 am with a word of prayer from one of the committee members.

The bidders and /or their representative's in-attendance and the OAG team got the introduced themselves.

The chairman called the meeting to order and gave a brief on the Tender documents and what was expected from bidders.

Bidders were given an opportunity to seek clarification and also air their concerns on the Tender documents.

Min 02/06/2024/ Sensitization on the Tender Document & Questions and Clarifications Session.

The tenderers were taken through the requirements of the tenders in order to understand what was expected of them in their response as well as the evaluation criteria that their tenders will be subjected to. The bidders were urged to follow instructions provided in the various Standard Forms while filling the documents.

It was clarified that Serialization of the tenders should be done as specified in the tender document.

Clarifications sought

- The clarifications for the Tender for Provision of Consultancy Services for ISO/IEC 27001:2022 Certification and Surveillance Audit for the Office of the Auditor-General (Re-Advertisement) - OAG/RFP/03/2023-2024 included the following: -
 1. The number of staff in each stated location and main activities that require the certification.
 2. Clarification on the payment terms
 3. Whether the Office has onsite servers, a development team, the types & number of networks operated by the Office.
- The clarifications for the Tender for Provision of Taxi Services for Office of the Auditor - General (Re-Advertisement) - OAG/OT/15/2023-2024 included the following: -
 1. The document to attach for the State-Owned entities in place of the CR 12
 2. How to demonstrate Data Security Assurance under the Technical Requirements – The Bidders were advised to do a write-up on the same that is to be signed by the Authorized person.
- All areas of concern to be clarified through an addendum on the official website and PPIP.

Min.03/06/2024/ Closing of the Meeting

The Vote of thanks was given by a representative from OAG. There being no other business, the meeting ended at 13.15 pm.

H.O.

Chairperson

Date: 06 February 2024

L.N.

Secretary