

**MINUTES OF PRE- TENDER MEETING FOR THE PROPOSED LEASE OF OFFICE SPACE FOR THE OFFICE OF THE AUDITOR-GENERAL IN KITALE TOWN TENDER NO. OAG/OT/17/2023-2024 HELD ON 6 FEBRUARY 2024 AT THE KITALE NATIONAL POLYTECHNIC LIBRARY BOARDROOM AT 11:00 A.M.**

**MEMBERS PRESENT**

1. Office of the Auditor-General Representatives
2. State Department of Housing and Urban Development Representative
3. Bidders' Representatives (Various as per the attendance register)

**AGENDA**

1. Preliminaries
2. Sensitization on the Tender Requirements and the Tender Document
3. Questions and Clarifications Session
4. Closing of the Meeting and AOB

**Min. 01/6/2/2024/ Preliminaries**

The meeting started at 12:10 pm with a word of prayer from one representative.

The bidders/bidders' representatives in attendance, OAG team and State Department of Housing & Urban Development representative got the opportunity to introduce themselves.

The chairman called the meeting to order and a brief on the Tender and the intention of the Office acquiring office space to accommodate staff who are serving the Upper Rift Region as was advertised on the Public Procurement Information Portal (PPIP) and OAG websites.

**Min 02/6/2/2024 Sensitization on the Tender Requirements and the Tender Document**

The tenderers were taken through the requirements of the tender in order to understand what was expected of them in their response as well as the evaluation criteria that their tenders were to be subjected to.

It was emphasized that the tenderers should follow strictly the instructions provided on the standard forms and provide all the required information.

The tenderers were similarly encouraged to provide as much information as possible in their response to the requirements. The tenderers were also encouraged to have tenders packaged well and serialized sequentially as required.

### **Min 03/6/2/2024 Questions and Clarifications**

The bidders were given an opportunity to seek clarification and also air their concerns on the Tender document.

- a. In circumstances where the kitchenette and the toilets are not within the minimum required space of 6000 square feet; **will the separate space be considered as part of the offer?**

This will be determined by other factors which may include whether the mentioned facilities are on the same floor or wing. Additional information should be provided in the response.

- b. **In what form should the tender security be and of what amount?**

The tender security requirement is captured under the Tender Data Sheet (Appendix to Instructions to Tenderers) which require the tenderers to provide a Tender Security of **Kenya Shillings One Hundred Thousand (100,000.00)** from a reputable Financial Institution recognized by the Central Bank of Kenya or an Insurance Firm approved by the Public Procurement Regulatory Authority. The security should be valid for 30 days beyond the Tender Validity period which is **156 days**.

- c. **On ICT Connectivity, should the response include provision of Internet?**

The tenderers were guided that the Office will facilitate provision of internet. The requirements in the tender is confirmation of provision of structure cabling, ducts and PABX.

- d. **In case of need for further clarification what were the means of reaching the Office?**

The instructions were in the tender document under the invitation and the tenderers were directed to get the details. The request for any further clarifications should be made before the deadline which was captured under the Tender Data Sheet (Appendix to Instructions to Tenderers).

- e. **Can the complete tenders be submitted through courier services?**

The tenderers were at liberty to use any means of delivering their tenders to Anniversary Towers as required provided that the same were received before the deadline of 13 February 2024 at 11.00 a.m.

However, the tenderers were encouraged to physically deliver their documents to avoid a possibility of the document being received late. The documents must be received strictly before the deadline.

**f. Further Clarifications**

The bidders were encouraged to seek clarifications in writing before close of business of 6 February 2024 through the email [procurement@oagkenya.go.ke](mailto:procurement@oagkenya.go.ke) in case of additional clarifications required.

**g. Deadline for submission**

The deadline for submission of the bids remained **13 February 2024 at 11.00 a.m.**

**Min.04/6/2/2024 Closing of the Meeting and AOB**

The Vote of thanks was given by a representative from OAG. There being no other business, the meeting ended at 1.30pm.

A.K.  
**Chairperson**  
**Date: 6 February 2024**

F.K.  
**Secretariat**