

**MINUTES OF PRE- TENDER MEETING FOR THE PROPOSED LEASE OF OFFICE SPACE FOR THE OFFICE OF THE AUDITOR-GENERAL IN MALINDI TOWN TENDER NO. OAG/OT/18/2023-2024 HELD ON 6 FEBRUARY 2024 AT THE KILIFI COUNTY ASSEMBLY BOARD 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 Representative

**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 11:10 am with a word of prayer from one of the members.

The bidder, OAG team and State Department of Housing & Urban Development representative got the opportunity to introduce themselves.

The chairman called the meeting to order and gave a brief on the Tender and the intention of the Office acquiring office space to accommodate staff who are serving the North Coast 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 tenderer was taken through the requirements of the tender in order to understand what was expected of him in his response as well as the evaluation criteria that their tender was to be subjected to.

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

The tenderer was similarly encouraged to provide as much information as possible in his response to the requirements. The tenderer was also encouraged that their final document should be packaged well and serialized sequentially as required.

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

The bidder was given an opportunity to seek clarification and also air any of their concerns on the Tender document.

##### **a. 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.

##### **b. 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.

##### **c. 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.

#### **Min.04/6/2024 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 1.15pm.

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

**E.M**  
**Secretariat**