

MINUTES OF PRE- TENDER MEETING FOR PROVISION OF MICROSOFT ENTERPRISE UNIFIED SUPPORT SERVICES FOR THE OFFICE OF THE AUDITOR-GENERAL (RE-ADVERTISEMENT) - OAG/OT/14/2023-2024 OF THE OFFICE OF THE AUDITOR-GENERAL HELD ON 06/02/2024 AT ANNIVERSARY TOWERS - 4th FLOOR BOARDROOM AT 14:00 PM

TENDER DESCRIPTION & NUMBER:

Provision of Microsoft Enterprise Unified Support Services for the Office of the Auditor-General (Re-Advertisement) - OAG/OT/14/2023-2024.

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. 01/06/02/2024/ Preliminary

The meeting started at 14:00 am with a word of prayer from one of the committee members. The bidders and /or their representatives in attendance and the OAG team got the opportunity to introduce 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 02/06/02/2024/ 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.

Min.03/06/02/2024/ Closing of the Meeting

The Vote of thanks was given by a representative from OAG. There being no other business, the meeting ended at 14.30 pm.

H.O.

Chairperson

Date: 06 February 2024

L.N.

Secretary