

**PRE- TENDER MEETING FOR THE PROPOSED LEASE OF OFFICE SPACE FOR THE OFFICE OF THE AUDITOR-GENERAL IN KILIFI TOWN (RE-ADVERTISEMENT) ITT NO. OAG/OT/32/2023-2024 HELD ON 16 MAY 2024 AT THE TRADE BOARDROOM IN KILIFI AT 11:00 A.M.**

**MEMBERS PRESENT**

Office of the Auditor-General Representatives  
State Department of Housing and Urban Development Representative  
Bidders' Representatives

**AGENDA**

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

**Min. 01/16/5/2024/ Preliminaries**

The meeting started at 12:50 pm with a word of prayer from one representative.

A bidder representative, the 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 of Kilifi Regional Office as was Re-advertised on the Public Procurement Information Portal (PPIP) and OAG websites.

**Min 02/16/5/2024 Sensitization on the Tender Requirements and the Tender Document**

The tenderer was notified of the outcome of the previous procurement process and the reasons why it was not successful.

The tenderer was 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 ensure they follow strictly the instructions provided on the standard forms and provide all the required information. Where the signing is required, the authorized person must ensure they are all signed and stamped.

Tenderer was similarly encouraged to provide as much information as possible in their response to the requirements particularly on the technical requirements. The tenderers were also encouraged that their final document should be packaged well and serialized sequentially as required and avoid hand-written serialization.

#### **Min 03/16/5/2024 Questions and Clarifications**

The tenderer was given an opportunity to seek clarification and also air any of their concerns on the Tender document. A clarification on the Owners Authorization form was given and when the form should be used was explained.

It was further clarified that an addendum would be issued to give guidance on how the tenderers should present their Price Schedule as well as the Form of Tender. This was agreed to be published before close of business **17 May 2024**.

#### **Min 04/16/5/2024 Deadline for submission**

The deadline for submission of the bids remained **23 May 2024 at 11.00 a.m.** Tenderers were encouraged to preferably submit their tenders a day before given the distance they need to cover to submit the documents in Nairobi before the deadline.

#### **Min.05/16/5/2024 Closing of the Meeting and AOB**

The Vote of thanks was given by a representative from OAG. The bidders further encouraged that in case of additional clarifications required, they do so in writing before close of business of **17 May 2024** via [procurement@oagkenya.go.ke](mailto:procurement@oagkenya.go.ke).

There being no other business, the meeting ended at 3.00 pm.

H.S.  
**Chairperson**

K.M.  
**Secretariat**

**Date: 16 May 2024**