

MINUTES OF THE PRE-TENDER MEETING FOR TENDER NUMBER OAG/OT/40/2023-2024 - PROVISION OF AUDIT SERVICES FOR AUDITS OF THE TECHNICAL AND VOCATIONAL EDUCATION TRAINING (TVETS) ON BEHALF OF THE OFFICE OF THE AUDITOR-GENERAL FOR THE FINANCIAL YEAR 2022-2023 HELD AT ANNIVERSARY TOWERS HOUSE 4TH FLOOR BOARDROOM ON 3 FEBRUARY 2024 AT 11:00 A.M.

Members Present

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

Agenda

1. Preliminaries
2. Questions from the tenderers
3. Tender closing date
4. Sensitization on the Tender Document
5. Clarifications Session
6. Closing of the Meeting

Minute 1.0 – 3/7/2024: Preliminaries

The meeting started at 11:40 a.m. by a word of prayer from one bidder representative. The Chairperson called the meeting to order and requested all that were present to introduce themselves thereafter gave a brief overview on the purpose of the meeting was given.

Minute 2.0 – 3/7/2024: Questions from the tenderers

The tenderers were given an opportunity to raise any question having studied the tender document.

It was noted that a number of clarifications had been sought through the channel of an email that had been provided.

Minute 3.0 – 3/7/2024: Tender Closing

It was highlighted that the tender is to be closed on **10 July 2024 at 11.00a.m.** No tender was to be allowed after tender closure. Tenderers were encouraged to ensure that they submit their tenders before this deadline and preferably a day before.

Minute 4.0 – 3/7/2024: Sensitization on the Tender Document Requirements

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

a) Tender Scope

It was clarified that the tender is for **161** TVETS to be audited. The TVETS had been grouped **27** clusters. Tenderers allowed to participate in only two. Tenderers to indicate preference. The contracts award to be made for one cluster.

In case of lowest in two clusters award will be to the preferred or first one if no cluster is preferred.

b) Evaluation Criteria

Tenderers were taken through the Evaluation Criteria which was in three stages in which they would be subjected to. These included:

i) Preliminary/Mandatory Requirements

Preliminary Evaluation stage with thirteen (13) Mandatory items.

- Emphasis was made on the tenderers to follow instructions on how to fill the Form of Tender. The tenderers were required to ensure submission of the four other forms that are required to be submitted together with form of tender namely –
 - Self-Declaration that the Person/Tenderer is Not Debarred in the Matter of the Public Procurement and Asset Disposal Act 2015- **SD1**
 - Self-Declaration that the Person/Tenderer Will Not Engage in any Corrupt or Fraudulent Practice - **SD2**
 - Declaration and commitment to code of ethics and
 - Certificate of Independent Tender Determination -CITD. In addition, the tenderers were informed to ensure they select a relevant option under number 5 of this form.
- The tenderers were notified that they must ensure that the signing of the forms must be done by the authorized person.
- There is need to be keen on the **serialization** which was highlighted as common area which affects the tenderers responses. The Serialization/pagination of all pages of the document **MUST** be in a sequential manner using a numbering machine or Computer serialization. **Hand written Numbering/Serialization was emphasized that will be deemed non- responsive.** The serialization **MUST** be done on all the pages of the document beginning from the front page and should include all the attachments.
- In addition to the CR12; the proprietors were allowed to submit either CR13 or copies of ID cards.

Emphasis was made to ensuring all the mandatory requirements have been submitted and failure to submit any of these would lead to disqualification.

ii) Technical Evaluation

It was clarified that only tenderers who will have submitted all the mandatory requirements and passed preliminary evaluation stage will be subjected to this evaluation.

Tenderers were taken through the technical evaluation. The tenderers were required to pay key attention of the four items which they will be subjected to. This level would require a tenderer to score a minimum of **70%** to qualify for the next stage of evaluation which is financial evaluation.

iii) Financial Evaluation

At this stage of evaluation, the tenderers were informed that the prices of the responsive tenderers from technical evaluation with scores above **70%** would be ranked. The lowest price in cluster will be considered for an award of contract.

The prices as captured in the priced activity schedule should be transferred to the Form of Tender. If the tenderer has participated in two clusters the pricing should be transferred to the form of tender under second option where they are required to insert their price.

The submission of the tender is in a single envelope and therefore no submission of separate technical and financial proposal. The tenderers are expected to submit a single document.

Minute 5 – 3/7/2024: Questions and Clarifications

Clarifications were given on the following questions from the tenderers and other areas of the tender and an addendum to be issued:

The following clarifications were provided both for those raised earlier through the email or during the session:

- a) Provision of Financial Statements of the respective TVETS to aid in the bidding process
It was clarified that these statements could not be provided. The tenderers could research from a number of sources for any other data that could aid them in the bidding process. These included previous Audit reports available on OAG website.
- b) Tenderers sought to know the available Budget to be
This request was declined given that this was an open tender and therefore all the tenderers are on the fair playing ground. The tenderers were recommended to undertake a proper costing of their fees based on OAG's requirements and timelines provided.
- c) How should the Certification of the Degree Certificates be done?
The Degree Certificates must be certified by a Commissioner for Oaths.
- d) Tender Security requirement. What is the amount and validity period?
No tender security is required.
- e) Why the requirement **ITT 27.6** that the Form of Tender and Priced Activity Schedule **shall be** initialed by at least **Three (3No.)** representative?
It was clarified that this is a requirement meant for the tender opening committee at OAG during the tender opening and not for the tenderer.
- f) Are proprietors allowed to provide a CR13 instead of a CR12?
The sole-proprietors and the partners are allowed to provide CR13
- g) How would the Tenderers without Degrees but have masters be treated?
The tenderers with such cases will be required to demonstrate reasons for the lack of the Degree and the same should provide in detail in the response. If it is a case of obtaining an exemption then the exemption should be provided.

- h) What happens if a firm bids and qualifies for the award of two lots.
A bidder is allowed to participate in ATMOST two (2) clusters. However, a firm shall only be eligible for award of only one (1) lot, where they are lowest evaluated. Bidders are required to provide the order of their preference for the clusters quoted for in the Specifications and Priced Activity Schedules

In case of a tenderer being lowest in two clusters, an award will be made to the preferred cluster or first cluster if no cluster is indicated as preferred.

- i) Please confirm if Power of Attorney/ Authorization Letter, giving the **specimen signature and name of person (Donee)** who has been authorized to sign and submit this tender as a binding document (Where Applicable) on behalf of the firm Applies to every Tenderer.

This requirement only applicable where the person signing the document is not a Company Director, Partner and the Sole Proprietor. Where someone else is appointed to sign on behalf of these named persons, then a power of attorney must be submitted.

- j) In the provided financial form, please clarify whether we are expected to quote for disbursements or if these will be covered by the appointing authority.

Yes. The price quoted should cater for everything inclusive of taxes.

- k) Errors noted on the standard tender document on page 26 with the duplication of the numbers under tendering procedures

The duplication of the numbering was as a result of typo but should be retained as they are.

- l) Serialization/Pagination should be done using a numbering machine or computer serialization. What of the attachment therein?

Your tender must be serialized on all the pages including all the attachments.

- m) Performance Security (page 128 - 129). What is it? How can we fulfil the requirements?

This form including all the other contracting forms are NOT APPLICABLE at this stage of tendering.

- n) On the Confidential Business Questionnaire under the requirements of Current Trade License Registration Number and Expiring date what is to be provided?

A firm's practicing license or County Government Permit number and expiry date.

o) Is Form Fin.3.1-Financial Situation and Performance to be filled?

NO

p) *Are we required to attach Financial Statements?*

NO

q) Requirement to register on IFMIS and how is it done?

The tenderers were encouraged to make an early registration with IFMIS at the National Treasury as OAG makes payment through this system.

The Registration is done on 5th Floor of the National Treasury IFMIS Department

r) Whether the price should be submitted separately?

It was further clarified that the tender is to be submitted as a single document. No submission of a technical and financial proposal. The prices should be captured in the priced activity schedule and transferred to the Form of Tender.

s) Request for an extension of the deadline for submission of tenders?

The time already provided was clarified to be sufficient as a total of 21 days was allowed from the date of advertisement.

Minute 6 – 3/7/2024: A.O.B

There being no other business, the meeting ended at 1.15 pm with a word of prayer from a representative from the participating tenderers.

D.K.
Chairperson

F.K.
Secretary

DATE: 3 JULY 2024