

MINUTES OF THE PRE-TENDER MEETING FOR TENDER NUMBER OAG/OT/05/2024-2025 – PROVISION OF CLEANING SERVICES FOR OFFICE OF THE AUDITOR GENERAL’S OFFICE BLOCK IN GARISSA TOWN HELD AT THE 2ND FLOOR BOARDROOM OFFICE OF THE AUDITOR-GENERAL IN GARISSA TOWN ON 25 SEPTEMBER 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. Opening Remarks
3. Questions/clarifications from the tenderers
4. Tender closing date and deadline of seeking clarifications
5. Presentation of tender document requirements
6. Questions and answers Session
7. Suppliers taken round the Office Block
8. Closing of the meeting

Minute 1.0 – 25/9/2024: Preliminaries

The meeting begun at 11:20 a.m. with a word of prayer from one of the bidders represent. The Chairperson thereafter called the meeting to order and requested all that were present to introduce themselves. The objective of the meeting was to sensitize the tenderers on how to fill in the document, how to package it as well as carry out a physical visit of the Office Block to enable the tenderers familiarize themselves with the scope of the work.

Minute 2.0 – 25/9/2024: Questions from the tenderers

The tenderers were given an opportunity to raise any question having studied the tender document. No clarifications were sought at this point.

Minute 3.0 – 25/9/2024: Tender Closing

It was highlighted that the tender will be closing on **3rd October 2024 at 11.00 a.m.** and no tender shall 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 – 25/9/2024: 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 evaluation criteria that their tenders were to be subjected to. The following points were discussed during the meeting:

1. Evaluation Criteria

- i. **Preliminary/Mandatory Requirements** - All the mandatory requirements **MUST** be submitted failure to which they will be non-responsive.
- ii. **Technical Evaluation** - It was also clarified that the minimum required score should be **70%** and not **75%** as was captured under **Note II** on page 37 of the tender document.
- iii. **Due Diligence**
- iv. **Financial Evaluation**

2. Standard Forms

The tenderers were taken through the standard forms and requested to note the instructions under each form. In circumstances where they were required to stamp the forms it was emphasized that they needed to ensure that they stamped.

The tenderers were notified of the new requirement to include the Public Procurement Capacity Building Levy in their Specifications and Price Activity Schedule at **0.03%**. It was pointed out that this came to effect on 1 September 2024 as captioned “***there shall be paid a Levy by a supplier on all procurement contracts signed between the supplier and a procuring entity, at the rate of zero point zero three per centum (0.03%) of the value of the signed contract, exclusive of applicable taxes***”

3. Terms of Reference

Price schedule

The prices as captured in the price schedule under the Terms of Reference with instructions to transfer the same to the Specifications and Price Activity Schedule was amended as follows:

No.	Item description	Monthly Charge	Quarterly Charge	Annual charges
1.	Common area cleaning services			
2.	Sanitary services			
3.	Grounds Maintenance			
4.	Garbage collection and Disposal			
5.	Pest control			
TOTAL (To be transferred to the Specifications and Priced Activity Schedules Form)				

Mandatory Site Visit

It clarified that the pre-tender/ Site meetings appearing as mandatory in the tender document was amended to be non-mandatory. In this regard no site attendance certificate was to be issued to the tenderers who attended and no tenderer will be disqualified for not attending.

Guarantee period on fumigation

It was noted that the guarantee period required in the tender document was three (3) months. However, this requirement was amended to read "*The contracted firm shall provide two (2) months guarantee of the services rendered*".

Performance Evaluation – Grounds for Contract Termination

This was amended by replacing accident with negligence as part of the aspects to consider in terminating a Contract.

Minute 5 – 25/9/2024: Questions and Clarifications Session

All clarifications and questions sought were answered satisfactorily.

Minute 6 – 25/9/2024: Tenderers

The tenderers were taken around the Office Block in order to understand the actual scope of the assignment.

Minute 7 – 25/9/2024: Closing of the Meeting

There being no any other business, the meeting ended at 1.55 pm.

H. S.
Chairperson

M.N.
Secretary

25 September, 2024