

**MINUTES OF THE PRE-TENDER MEETING FOR TENDER NUMBER OAG/OT/03/2024-2025 - PROVISION OF CLEANING SERVICES FOR OFFICE OF THE AUDITOR GENERAL'S OFFICE BLOCK IN KAKAMEGA TOWN HELD AT THE GROUND FLOOR BOARDROOM OF THE AUDITOR-GENERAL'S OFFICE IN KAKAMEGA 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
  - a. Evaluation Criteria
  - b. Standard Forms
  - c. TORs
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 11:15 a.m. by a word of prayer from one bidder representative. The Chairperson thereafter called the meeting to order and requested all that were present to introduce themselves. Opening remarks were made by the resident representative of the Office of the Auditor-General.

**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.

**Minute 3.0 – 25/9/2024: Tender Closing**

It was highlighted that the tender is to be closed on **3 October 2024 at 11.00a.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.

##### **a) Evaluation Criteria**

Tenderers were taken through the four stages of the Evaluation Criteria as contained in the tender document. These included:

##### **i) Preliminary/Mandatory Requirements**

Preliminary Evaluation stage with twenty (20) Mandatory items.

- Emphasis was made on the need to follow instructions on how to fill the Form of Tender. The tenderers were required to ensure submission of the four other forms 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.
- Emphasis was made 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. It was emphasized that **Hand written Numbering/Serialization 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.
- The tenderers were encouraged to ensure that they pay a key attention to the italicized instructions on how to fill the standard forms.

The tenderers were urged to ensure that all the mandatory requirements have been submitted and as 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. which included:

- a) **Experience requirements** with a score of 46%
- b) **Equipment and Cleaning Detergents requirements** with a score of 20%
- c) **Proposed Methodology and Work Plan** with a score of 24%
- d) **Financial Capacity** with a score of 10

It was highlighted that this level required a tenderer to score a minimum of **70%** to qualify for the next stage of evaluation which is due diligence. 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**

The tenderers were informed that the Office of the Auditor-General may undertake a verification of the documentation provided and seek confidential references on all the qualification information provided by the bidder including but not limited to obtaining confidential references from persons with whom the tenderer has had prior engagement. The intention would be to confirm authenticity /compliance of any condition of the tender /qualifications of the tenderer in line with Section 83 of the Public Procurement and Asset Disposal Act, 2015.

## **iv) 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%** and those who manage to pass the due diligence stage (where undertaken) would be ranked. The tenderer with the lowest price will be considered for an award of contract.

## **b) 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***”

### c) Terms of Reference

#### Scope of the assignment

It was clarified that the assignment is strictly for the common areas as highlighted in the tender document. The Offices were to done by the Office of the Auditor-General’s Staff.

#### Washrooms and cleaner’s room

On the requirement of Flushing/cleaning and refill of all soap dispensers, it was clarified that the Office of the Auditor-General will be responsible for providing the liquid soap as well as the tissue papers and that the successful service provider would only provide detergents and disinfectant for cleaning purposes.

#### 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                    |                |                  |                |
| <b>TOTAL (To be transferred to the Specifications and Priced Activity Schedules Form)</b> |                                 |                |                  |                |

### **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.

### **Measurement of the Office Space**

It was noted that there were discrepancies on the estimated measurement of the Office space provided on page 96 and page 100. It was clarified that the correct measurement is **2731 square metres**.

### **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**

There were no clarifications or questions sought.

### **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 2.15 pm.

M.A.  
**Chairperson**

F.K.  
**Secretary**

**DATE: 25 SEPTEMBER 2024**