

FORM 10*Regulation 50 (5)*

THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS ACT, 2003

RECORD OF MINUTES OF PRE-BID MEETING

Procurement Reference Number			
Code of Procuring and Disposing Entity	Supplies/Works/Non-consultancy services	Financial year	Sequence number
MOES	N-CONS	20-21	00243

Particulars of Procurement

Subject of procurement	Emergency Procurement of Printing and Distribution Learning Materials for P.1, P.2, P.3, P.4, S.5 and S.6 to Government and Private Primary and Secondary Schools in Eastern Uganda - Lot 2. MoES/N-CONS/20-21/00243
Location of Pre-bid Meeting	Zoom Meeting Link: https://zoom.us/j/94229678181?pwd=YUtsMW04cDhxam9zdjFHRDdtNlIxZD09 Meeting ID: 942 2967 8181 Meeting Passcode: 863974 Meeting Date and Time: Aug 09, 2021 12:00 PM Nairobi Attendance list: Attached

concerns regarding the tender document	
Question asked	Response given
1 We request for the quantities of text books	The quantities of text books are uploaded onto the Ministry website
3 The required experience for Printing experience is specific on	It was noted that printing of other materials like cards, t-shirts, caps, flyers and other materials that do not require sorting and binding are different.
4 The books are required in B5. Is the art work available in B5 and the number of pages will they be the same?	The artwork is available in A4 and therefore the successful bidder will be required to transform it into B5 size and the number of pages will be determined after the transformation of the materials into B5.
5 List of books and quantity was not provided.	The list and quantities of the books was available for Bidders to pick from room 7.2 but it was also uploaded on the Ministry's website. The list of schools was only available in soft copy form and was also going to be emailed to all. Bidders were requested to provide their active emails.
6 Are we submitting new samples or we can submit old ones?	Previously submitted samples can be collected from Room 7.2 and re-submitted together with the bids.
7 Can the soft copy of the artwork be availed?	The soft copies will be uploaded on the Ministry's website.
8 Can the Bid Security which was previously submitted be used?	Bidders should submit bid securities afresh. Bidders who had submitted bids previously were encouraged to collect their bid securities from 3rd floor Rm 3.7 with a request on the Company's letterhead.

Certification of minutes as a true record of the proceedings of the meeting:

Name:

Yensa Nyageme

Position:

PP01 Chairperson

Signature:

[Signature]

Date:

9/08/2021

Name:

Hajjat Safina Mutebumba

Position:

Secretary

Signature:

[Signature]

Date:

11/8/2021