

FORM 10

THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS ACT, 2003
RECORD OF MINUTES OF PRE-BID MEETING

Regulation 5

Procurement Reference Number			
Code of Procuring and Disposing Entity	Supplies/Works/ Non-consultancy services	Financial year	Sequence number
POU	SUPLS	21-22	000040

Particulars of Procurement	
Subject of procurement	SUPPLY OF CARPETS
Location of Pre-bid Meeting	ZOOM
Date and time of Meeting	August 10 th 2021

Record of Pre-bid Meeting Minutes	
Question asked	Response given
Are the measurements and units of measure accurate?	Yes, the measurements and units of measurements are accurate.
There are no clear specifications for the carpets required?	The specifications are clear in the bid document .

Is washing and cleaning the surfaces also responsibility of the supplier?	Yes, the successful supplier shall be responsible for all the items specified in the bid documents in all lots
What happens to the door grippers specified as one meter if the door is longer than the one meter?	All doors have a standard dimension of one meter so we don't expect any deviation.
Is bid submission in soft or hard copy?	Bid submission is in hard copy as stated on page 29 ITRB 24.1

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

Name:

Simon Kwalle

Signature:

Simon Kwalle

Position: Chairperson of the meeting

Date: 16/02/21

Record of pre-bid meeting to be sent to all bidders who purchased or were issued with the bidding documents.

RECORD OF ATTENDANCE				
No	Name and address	Position	Company or department	Signature
1	Beatrice Kabahuma		Nina Interiors Limited	
2	Joselyne		Nila Multi Concepts	
3	Augustus Muhanguzi		C&S Up holstery	
4	Simon Kwatta	Procurement Officer	POU	
5	Kawooma Rhyimon	Civil Engineer	POU	