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Date: 23/07/2023

Subject: Minutes of the Pre-tender meeting held on July 16th, 2023, at 12:30 P.M for “Framework agreement for Supply of Google Workspace (G-suite)” for Aspire to Innovate (a2i) Officials”.

A pre-Tender meeting was held on July 16th, 2023, at 12:30 P.M for the “Framework agreement for Supply of Google Workspace (G-suite)” for Aspire to Innovate (a2i) Officials”. Mohammed Salah Uddin, Procurement Consultant, Aspire to Innovate (a2i) Programme presided over the meeting. The participants who attended the meeting are shown in Annex-A.

2. The Chairperson cordially welcomed the meeting and initiated the discussion. The pre-tender meeting aims to describe the terms and conditions of the Tender document. In addition, tenderers are requested to follow the instructions of the Tender document.

3 IT Associate, A2i Programme, Khalid Muhammad Shaifullah, gave a brief idea of the work. He explained the objectives of the project and the specific requirement of a2i. He also answered specific queries of the Tenderers.

4. The discussion extract was as follows:

SL #	Query and reference from the Tender Document	Questions/Queries/suggestions of prospective Consultant(s)	Reply /Clarification from a2i
1	Submission Time extension	Is it possible to extend the time for this procurement?	The Time extension is not possible for this procurement.
2	Applicable VAT percentage	What will be the percentage of VAT?	As per government rule.

5. 02 (Two) representatives from 02(Two) tenderer were present in the meeting. The decisions of the Pre-tender meeting shall be part of the Tender Document. There being nothing more to be discussed, the meeting ended with a vote of thanks to the members present from the chair.

Mohammed Salah Uddin
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 Procurement Consultant,
 Aspire to Innovate (a2i) Programme.