

PRE-BID SITE VISIT

Procurement Subject: Off-Site Storage Services

Date: 6th February 2020

Venue: Supreme Court (Court) room 1

Time: 10: 00am

Background:

This procurement is for an Off-Site Storage facility for a period of one year. The ITB was uploaded in the IDLO tenders platform on 21st January 2020 as well as shared with known vendors. A pre-bid site visit was scheduled to take place on 6th February 2020 at the Supreme Court at 10am.

The meeting had representation from the Judiciary, IDLO and several vendors.

MATTERS ARISING:

Files retrieval:

It was agreed that files will be retrieved in full and by case type/ case number/year and in the corresponding volumes. Retrieval will mainly be done weekly. Notification for retrieval will be sent by Judiciary to the vendor 24 hours prior. In exceptional circumstances, the turn-around time may reduce to a few hours hence the Judiciary requests the awarded vendor to have some level of flexibility. Judiciary will be responsible of organizing the pick-up and delivery of retrieved files.

Bids submission:

Bids shall be submitted in batches in cases where they exceed the IDLO limit of 20 MB: Each email must clearly be labelled: Batch 1; Batch 2 etc

Acknowledgement of emails by IDLO

It was agreed that the vendors will activate the delivery/ read receipt option on their emails as this will confirm if the email has been delivered.

Monthly reports

Generated monthly reports shall be submitted along with the monthly invoices

Accountability of files:

Judiciary official to be present during the entire exercise of pick up and packaging the file. A log will be developed to record the number of volumes for each case. This log will be signed by each party (Judiciary and Vendor). A copy will be stored as a record for future use in the case where verification may be required.

Number of files:

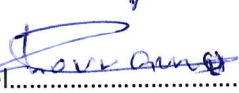
The 5000 files captured in the ITB is purely an estimate. The purpose of the pre-bid site visit was partly to give the vendors a privilege to physically asses the condition and volume of the files to assist them in preparation of the bids.

Taxes:

All bids shall be inclusive of any applicable taxes.

There being no other business, the meeting adjourned at 11:15 am

Prepared by: Winifred Senaji.....  6/21/2020

Reviewed by: Lorraine Ochiel.....  6/21/2020