

RECORD OF MINUTES OF PRE-BID MEETING

Procurement Reference Number: MUK/WRKS/2006-07/00105					
PD Entity Code	Wrks/Srvcs/Supplies?	Budget Year	Sequence Number	ITB Number	Contract Number
MUK	SPLS	2008/09			

Subject of Procurement:	Supply of IP Phones for the Directorate of ICT Support
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Location of Pre-Bid Meeting:	I@MAK BOARD ROOM	Date and Time of Meeting:	Tuesday 7th April 2009, 10.00 AM
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PART 1: Record of Pre-Bid Meeting	
QUESTIONS ASKED/CLARIFICATIONS SOUGHT	RESPONSES GIVEN
1. Clarification sought on whether installation of the IP phones is a requirement	The vendors will only be required to supply and test the IP Phones. Therefore installation is not a requirement. DICTS will take the initiative of installing the IP Phones.
2. What type of switches does DICTS use and do they support Power of Ether net.(POE)	The Switches DICTS uses do not support Power of Ether net (POE) therefore the vendor is expected to provide adapters for the IP Phones
3. Is the testing going to be by sampling	All the 300 IP Phones will be tested in DICTS
4. Clarification on the details of the bidders quality assurance procedures	Quality assurance procedures must be provided by the manufacturers

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PART 1: Record of Pre-Bid Meeting

QUESTIONS ASKED/CLARIFICATIONS SOUGHT	RESPONSES GIVEN
5. Is there any contingency plan in case of future plans	Contingency plans are in place to allow future expansion
6. Can the vendor supply a higher model compared to the one requested	Yes the vendor is allowed to supply IP phones with higher specifications
7. Are alternative Bids allowed	Alternative bids are not allowed. It is options that are acceptable
8. Is their plans to integrate the system in future to include video and voice	Yes
9. Vendors are interested in supply and installation since they fear that the configurations on the server may not support some of the functions of the IP phones	DICTS is using a standard protocol for the server therefore it supports all the function of the IP Phones

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

Signature: _____ Name: _____ Position: _____ Date: _____