

FORM 21*Regulation 29(5)*

THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS ACT, 2003

RECORD OF MINUTES OF PRE-PROPOSAL MEETING

Procurement Reference Number			
Code of Procuring and Disposing Entity	Consultancy Services	Financial Year	Sequence Number
KMC	SVCS	2020-21	00036

Particulars of Procurement	
Subject of Procurement	Consultancy Services For Cadastral Survey, Topographic Survey And Processing Certificate of Title for the Automotive Industrial & Technology Park
Location of Pre-Proposal Meeting	Proposed Land In Kataigwa Village, Kasokwe Parish, Galiraya Sub County, Bbale County, Kayunga District
Date and Time of Meeting	Thursday, October 29, 2020 at 10:45 AM

RECORD OF PRE-PROPOSAL MEETING MINUTES	
QUESTION ASKED	RESPONSE GIVEN
a) How do the bidders access the Land Title?	The Land Title(s) shall be shared with the Best-Evaluated Bidder upon signing the contract.
b) How many landowners/titles are there? Is there any mutation involved in the process?	There are two titles. One of the Titles is to be transferred wholly while the second title shall be mutated to provide the acreage balance to make the complete Kiira Motors Corporation Title.
c) Is the land freehold or leasehold? Are there any encumbrances on the land?	As per the bid document and submission for the Land to Setup an Automotive Industrial and Technology Park, the land is Freehold and is free of any encumbrances as determined by the Due Diligence report done by the Evaluation Committee of the procurement for the land.

d) Shall the landowner be present in the period of execution of the services?	The Consultant shall interface with the landowner through Kiira Motors Corporation. The landowner shall not be directly involved the services at any one time.
e) Who shall provide security during the execution of the services?	After contract signing, Kiira Motors Corporation shall introduce the consultant to the District Authorities, Local Council Authorities and the regional Police officials.
f) How are the weights distributed in the Quality and Cost Based selection method presented in the bid document?	The Evaluation method that shall be used is the Quality and Cost Based method. Owing to the ultimate importance of successful execution of the assignment, the Technical proposal score shall be weighted on a scale of 80 and the Financial Proposal on a scale of 20.
g) Can the payment schedule presented in the bid document changeable?	The Certificate of Title is the overarching goal of the procurement and as such carries a bigger portion of the contract value. However upon completion of the fieldwork and submission of the Cadastral & Topographic Survey reports the consultant shall be paid Forty (40) percent of the contract price.

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

Name: **Albert Akovuku**

Title:

Chairperson of the Meeting

Signature: _____

Date:

30/10/2020.