

MINUTES OF MEETING OF THE TECHNICAL EVALUATION COMMITTEE HELD FROM TUESDAY, 10TH TO FRIDAY, 13TH MAY, 2016 AT THE IS & RC CONFERENCE ROOM AT 10.00AM

ATTENDANCE

1.	Prof. O. M. Onagbesan	-	<i>Director, CEADESE</i>
2.	*Mr. M. O. Ilesanmi	-	<i>CEADESE-Financial Officer</i>
3.	Prof. O. D. Akinyemi	-	<i>Monitoring and Evaluation Officer</i>
4.	Mrs. Aroyeun F. T.	-	<i>Head, Procurement Unit</i>
5.	Dr. O. B. Ajayi	-	<i>Head, ICTREC</i>
6.	Mr. Ojo. A.	-	<i>Director, DITTECS</i>
7.	Arc. Anasanwo B.A.R.	-	<i>Acting Head, Physical Planning Unit</i>
8.	Mr. Amubode O. O.	-	<i>CEADESE- Internal Audit.</i>
9.	Mrs. M. B. Omisope	-	<i>Procurement Officer, CEADESE</i>
10.	Mrs O. K. Akinsola	-	<i>CPO</i>
11.	Mr. Odedunmoye T. O.	-	<i>CTO, Physical Planning</i>
12.	Dauda Karik J.	-	<i>SPO Physical Planning</i>
13.	Mr Thompson A. O.	-	<i>PEO, Bursary</i>
14.	Mr. Komolafe V. A.	-	<i>Acct I, Bursary</i>
15.	Mr. Enilolobo V.A.	-	<i>SEO, Internal Audit</i>
16.	Mrs. T. R. Mosaku	-	<i>Accountant, CEADESE</i>
17.	Mr. M. Somefun	-	<i>CEADESE-Principal Executive Officer I</i>

LEGEND

*** Absent with Apology**

1.0 OPENING

The meeting started at 12noon with an opening prayer by the Head, Directorate of Physical Planning.

2.0 INTRODUCTION

The Director, CEADESE welcomed members and intimated the members of Technical Evaluation Committee that CEADESE advertised for some laboratory equipment and other items in two (2) National Dailies precisely, The Punch and Daily Trust and that tenders were opened for submission from 21st March, 2016 to 5th May, 2016. He stated that they are five (5) lots in number in which fifteen (15) companies submitted quotations through tenders/bids. He stated further that, it is the responsibility of the Technical Evaluation Committee to analyse the submitted bids/tenders using the bidding document as the working tool.

The quality, responsiveness, competence and technical qualification of the companies are to be considered in the evaluation.

Furthermore, he stated that bidders are to be informed of the result debriefed and have a copy of the evaluation on request. Therefore, it is a must that the submitted bids are well evaluated. Clarification of any unclear information stated in the bids from the respective company(s) is allowed by the World Bank.

The Chairman informed that the method for executing this project is indicator-disbursement .This means you execute the procurement and they reimbursed. Timeliness of delivery of procurement is also very important. Therefore, the job should be done and handed over on time in other to enable the World Bank reimburse the Centre without penalty for lateness in report submission.

3.0 ANALYSIS OF TECHNICAL BIDS

The technical bids submitted by the fifteen companies that bid for lots 1-5 were analysed using the criteria stated on the advertisement and bidding documents.

The members of the Technical Evaluation Committee agreed at the meeting that Tax Clearance Certificate, PENCOS and Industrial Training Fund documents submitted by the bidding Companies would be confirmed from the issuing agencies.

After much deliberations, the committee noted that all the criteria stated above are major criteria in determining the responsiveness of any company. The Committee members decided to write the Tax Comptroller to find out the genuineness of the Tax clearance Certificate submitted by the each company. Also the remittance documents submitted by the companies in respect of Industrial Trust Fund, Tax Clearance Certificate, and PENCOS would be verified at the office of the relevant issuing agencies at the state secretariat in Abeokuta.

4.0 FINANCIAL EVALUATION

After agreeing on the issues stated above, the committee started working on the financial bids submitted by the companies by calculating the submitted figures, item by item, in other to confirm the announced figures at the tender opening. In the course of this exercise it was discovered that some companies were correct in their calculations while others had arithmetical errors.

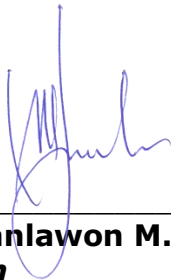
The Committee continued on the evaluation process by pairing into Five (5) groups and each group with a lot, to fast-track the speed of the exercise. Additional one group was created to review and re-evaluate the works of the five (5) groups assigned with each lot.

The works of the five (5) groups created were to:

- key-in and enter into the computer system, the data in the financial bids submitted by each company for the assigned lot;
- do the comparison of figures and prices for all quoted items on each lot;
- incorporate VAT where necessary;
- evaluate and analyse the submitted bids;
- recommend the best responsive bidder.

5.0 CLOSING

The meeting closed at 7pm on Friday, 13th May 2016.



Prof. Okanlawon M. ONAGBESAN
Chairman



Mrs. M.B. Omisope
Secretary