ICTA ideas actioned	**Pre-bid Meeting Minute**
	Service Provider to Facilitate and Conduct System Admin Training for Lanka Government Network 2.0 IT Administrators

Date and Time   : 29 August 2018, 12:00 hrs

IFB NO   : ICTA/SG2/GOSL/SER/NCB/2018/004

Venue   : Auditorium, 2nd Floor, ICTA

Chaired By   : **The Panel**
　　　　　　　　　　Chaminda Samarathunga, Procurement Specialist, ICTA
　　　　　　　　　　Samith Porage, Manager NOC, LGII
　　　　　　　　　　Hasika Nanayakkara, Manager Helpdesk, LGII
　　　　　　　　　　Chinthaka Ekanayake, Senior Project Manager, ICTA

Attendance   :

#	Name	Organization
1	Haris Dissanayake	Esoft
2	Dilan Perera	Esoft
3	Devinda Pathirana	Esoft
4	Shenelle Siriwardane	EZY Corporation
5	Dinesh Kumar	LSBM (Pvt)

At the outset of the meeting, representatives of the bidders were briefed on the procurement process, terms and conditions of the bidding document and scope of services of this assignment. The Bidders raised the following queries and the clarifications were given below:

#	Queries (Q) raised by the Bidders and Clarifications (C)
1.	Q: Bidders asked to organize the session in classroom as providing such facilities is difficult in hotels. C: Conducting training facilities in classrooms is not accepted
2.	Q: How many staff required per training session? C: One trainer and two instructors for each training session
3.	Q: Who will provide the module content of LGN? C: ICTA / LGII will provide the module content and the service provider should print and supply the materials.
4.	Q: How many trainers required for Training of the Trainers (TOT) session? C: All Staff who would conduct the Training sessions should participate for this TOT sessions conduct by ICTA
5.	Q: What would be the alternative in the event there are no three (3) star hotels available in some areas? C: In this case, arrange a 3 star Hotel or above which is close to the proposed location.

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