



MILLENNIUM CHALLENGE ACCOUNT NEPAL (MCA-Nepal)

Minutes of Pre-Bid Meeting

**Construction of Lab Building for Asphalt Laboratory and a Falling
Weight Deflectometer (FWD) Storage**

MCA-N/RMP/SH/045

[VENUE: ONLINE](#)

12 July 2021

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I. INTRODUCTION

The pre-bid meeting session was called to order by Luis Villalta, the Procurement Agent Manager of Procurement Agent. He welcomed the attendees and thanked them for their attendance. After the opening remarks, all the members introduced themselves. The pre-proposal meeting took place online from 10:00 hours on 12 July 2021.

II. AGENDA

- Online Registration
- Welcome by Procurement Agent
- Introduction by Everyone
- Welcome Remarks by MCA-Nepal
- Short Overview Presentation
- Presentation of Technical Aspects
- Presentation of Procurement Aspects (RFQ Presentation)
- Questions & Answers
- Closing Remarks

III. MEMBERS PRESENT

No.	Name	Organization/Firm
1.	Mahendra Kumar Shrestha	MCA-Nepal
2.	Shankar Yadav	MCA-Nepal
3.	Ashish Bhandari	MCA-Nepal
4.	Prabin Jung Thapa	MCA-Nepal
5	Rama Shankar Jaiswal	Prospective Bidder's Representative
6	Luis Villalta	Procurement Agent Manager/ Procurement Agent Manager(Cardno)
7	Rakesh Kumar	Senior Procurement Specialist/ Procurement Agent (Cardno)
8	Ram Regmi	Cardno/Procurement Agent
9	Gokul Mishra	Cardno/Procurement Agent

IV. WELCOME REMARKS BY PROCUREMENT AGENT

Mr. Luis Villalta, Procurement Agent Manager welcomed the prospective bidder and explained that the pre-bid meeting was arranged so that all interested bidders should get more information regarding both the administrative and technical issues related to this procurement.

V. INTRODUCTION BY EVERYONE

All the participants introduced themselves.

VI. WELCOME REMARKS BY MCA-NEPAL

Mr. Mahendra Kumar Shrestha, Procurement Manager, MCA-Nepal welcomed the interested contractor's representatives for this pre-bid meeting. He provided brief

requirement of the works related to this procurement and advised the contractors to ask the questions they may have during the Question and Answers session to make things clear as much possible. In addition, he also advised the participants that all questions and queries should be submitted in writing to MCANepalPA@cardno.com by 16 July 2021 and MCA-Nepal will provide the responses by 21 July 2021.

V. RFQ PRESENTATION

The Procurement Specialist with the support of Senior Procurement Specialist and Procurement Agent Manager (PAM) and MCA-Nepal team provided an overview of the Request for Quotations (RFQ) Document. Before starting the RFQ session, the PAM highlighted the followings:

1. The provided verbal responses (if any) during the pre-bid meeting shall be considered as draft. The final response will be provided in writing.
2. If there is discrepancy in making any statement and the RFQ issued, the information provided in RFQ issued shall prevail.
3. Bidders should go through the RFQ document in detail before submitting the proposal and request any clarification before last date for requesting the clarification mentioned in the RFQ.

In addition, it was stated that the purpose of the presentation is to provide guidance to the prospective bidders on how best to manage their quotations. It was elaborated areas where bidders make regular errors in their proposals and highlighted points where bidders need to be careful while submitting the bid/quotations. It was also mentioned that the bidders should go through the RFQ in detail and submit the quotation as per RFQ requirements.

The procurement related information and the requirement of technical proposal were also described. The Electronic Submission Procedure on how to submit the proposal electronically was highlighted during the pre-bid meeting and presented in detail.

The procurement team and technical team described the documents requirements for the submission of quotations, important forms to be completed and summary of requirements stated in the Bill of Quantity (BoQ).

VII. COMMENTS/QUESTIONS AND TENTATIVE RESPONSES:

Attendees were then given the opportunity to ask questions. The questions asked and the provided responses are presented in Annex B.

In addition, bidders were further asked to send any additional questions, in writing to the Procurement Agent at MCANepalPA@cardno.com.

The meeting was closed at about 11:05 hours (AM) by thanking all the participants for attending the meeting and wishing them success in procurement process.

VIII. CLOSING REMARKS

Procurement Manager, Mr. Shrestha thanked everyone for joining the pre-bid meeting and appreciate to receive the quotation from the prospective bidders.

Annexes:

Annex A: Attendance Register

Annex B: Question & Answers

Annex C: Recording of the Pre-bid meeting

Annex A: Attendance Register

<input type="checkbox"/>	Registrants	Registration Date
<input type="checkbox"/>	Ashish Bhandari	Jul 12, 2021 10:07 AM
<input type="checkbox"/>	Rakesh Kumar	Jul 12, 2021 10:03 AM
<input type="checkbox"/>	Prabin Thapa	Jul 12, 2021 10:00 AM
<input type="checkbox"/>	Mahendra Shrestha	Jul 12, 2021 10:00 AM
<input type="checkbox"/>	Shankar Yadav	Jul 12, 2021 09:59 AM
<input type="checkbox"/>	Luis Villalta	Jul 12, 2021 09:54 AM
<input type="checkbox"/>	R.D. Construction	Jul 12, 2021 09:54 AM
<input type="checkbox"/>	Gokul Mishra	Jul 12, 2021 09:51 AM
<input type="checkbox"/>	Sudeep Shrestha (Not Present during pre-bid meeting although registered in zoom link before meeting time)	Jul 8, 2021 05:09 PM

Host: MCA-Nepal PA (Ram Regmi)

Annex B: Question & Answers

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MCA-N/ETP/SH/035**

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Questions and Answers

	Questions	Answers
1	The unit of item number#13.7 "Granit Worktop" of the BoQ is Number. Please clarify.	Thank you for the information. The unit of the item number#13.7 was not correct in the BoQ. Its unit is square meter (Sqm). MCA-Nepal will correct it and will send to the bidders the corrected form along with an addendum.
2	For the item number 3.15 " Insurance for the loss of damage to works, plant, material, equipment property and personnel injury or death and third party" of BoQ, it is mentioned 2.6 in the column "item no. in specification", please clarify. And The unit is LS and the quantity is not mentioned.	The item 13.5 "Insurance for the loss of damage to works, plant, material, equipment property and personnel injury or death and third party" will be required as per the Clause#33 of Condition of Contract (Annex A) of Contract from. The unit is Lumpsum (LS) and the quantity is 1. MCA-Nepal will issue an addendum to incorporate this.

Annex C: Recording of the Pre-bid meeting

https://www.dropbox.com/sh/6qkjrjkozdvweqp/AACiibZrRI5iYl_T7ZyyooRoa?dl=0