



**MILLENNIUM CHALLENGE ACCOUNT NEPAL (MCA-Nepal)**

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## **Minutes of Pre-Bid Meeting**

**Provision of Security Guards Services for MCA-Nepal Office**

**MCA-N/PM/SH/040**

**VENUE: MCA-NEPAL OFFICE**

**8 September 2021**

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## I. INTRODUCTION

The pre-bid meeting session was called to order by Rakesh Kumar, the Senior Procurement Specialist of Procurement Agent. He welcomed the attendees and thanked them for their attendance. The pre-proposal meeting took place online from 10:00 hours on 08 September 2021.

## II. AGENDA

- Welcome by Procurement Agent
- Welcome Remarks by MCA-Nepal
- Objectives of the Pre-Proposal Conference
- Technical key Aspects(What we want to procure)
- Procurement Key Aspects (How we will procure it - RFQ Presentation)
- Questions & Answers
- Closing Remarks

## III. MEMBERS PRESENT

No.	Name	Organization/Firm
1.	Mahendra Kumar Shrestha	MCA-Nepal
2	Shalav Risal	MCA-Nepal
3	Shankar Yadav	MCA-Nepal (Online)
4	Ashish Bhandari	MCA-Nepal
5	Pema Yonjan	Prospective Bidder's Representative
6	Kanhaiya B. Rajbhandari	Prospective Bidder's Representative
7	Hari Basnet	Prospective Bidder's Representative
8	Sadikshya Lamsal	Prospective Bidder's Representative
9	Shiva Pandey	Prospective Bidder's Representative
10	Surendra Rai	Prospective Bidder's Representative
11	Luis Villalta	Procurement Agent Manager (Online)/ Cardno)
12	Rakesh Kumar	Senior Procurement Specialist/ Procurement Agent (Cardno)
13	Ram Regmi	Cardno/Procurement Agent
14	Gokul Mishra	Cardno/Procurement Agent

## IV. WELCOME REMARKS BY PROCUREMENT AGENT

Senior Procurement Specialist of Procurement Agent 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.

He further highlighted on the followings:

- The provided verbal responses (if any) during the pre-bid meeting shall be considered as draft. The final response will be provided in writing.

- If there is discrepancy in making any statement between the presentations and the RFQ issued, the information provided in the RFQ issued shall prevail.

Bidders should go through the RFQ document in detail before submitting the proposal and request any clarification not later than **13 September 2021 by 12:00 hours Nepal Time** as mentioned in the Request for Quotations (RFQ).

## **V. WELCOME REMARKS BY MCA-NEPAL**

Procurement Manager of MCA-Nepal welcomed the interested bidder's representatives for this pre-bid meeting. He provided brief requirement of the services related to this procurement and advised the service providers 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](mailto:MCANepalPA@cardno.com) by the deadline mentioned in the RFQ.

## **VI. TECHNICAL PRESENTATION**

Manager - Admin and HR of MCA-Nepal provided an overview of the Scope of Services, Qualification and Experience requirement of firms and its personnel. He also mentioned about the efficiency of MCA-Nepal in the management and implementation of the contract.

## **VII. 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 RFQ Document.

It was stated that the purpose of the presentation is to provide guidance to the prospective bidders on how best to manage their quotations. The presentation highlighted certain aspects where bidders usually misinterpret or oversight in their proposals and focused on 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 their quotations as per RFQ requirements.

The procurement related information and the requirements 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 Quotation Submission Form.

## **VIII. COMMENTS/QUESTIONS AND TENTATIVE RESPONSES:**

Attendees were then given the opportunity to ask questions. There were several questions asked and the provided responses to the questions that were noted 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](mailto:MCANepalPA@cardno.com).

The meeting was closed at 11:35 hours (AM) by thanking all the participants for attending the meeting and wishing them success in procurement process.

#### **IX. CLOSING REMARKS**

Procurement Manager thanked everyone for joining the pre-bid meeting and appreciate to receive the quotations from the prospective bidders.

#### **Annexes:**

Annex A: Question & Answers

**Provision of Security Guards Services for MCA-Nepal Office  
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**Questions and Answers**

	Questions	Answers
1	<b>How many CVs</b> need to be submitted to comply with the requirement for '2. <b>Ad-hoc additional Security expert advice details</b> ' under IV. Qualification of Personnel for the ad-hoc additional Security expert of ToR?	<p>As per the "III. Qualification requirement of service provider" of ToR, it is mentioned that</p> <p>3. "The Bidder shall demonstrate that they have at least four in-house experts to provide expert advice as and when needed." For this, the bidder shall demonstrate that they have at least 4 personnel to comply with this requirement. The bidder may submit a list of 4 experts".</p> <p>For the evaluation of Criteria '<b>2. Ad-hoc additional Security expert advice details</b>' under the 'Qualification of Personnel' of ToR, the bidder shall submit only one CV of the expert which will be evaluated. Hence, it is clarified that only one CV for the ad-doc additional security expert shall be submitted for evaluation purpose.</p>
2	In section V of the ToR "Equipment and Supplies", it is mentioned that 'Handcuff-holster (per Guard)' is required to be provided by the service provider. However, Government of Nepal does not allow the use of this equipment by the private security service provider firms.	MCA-Nepal will analyse the request and if acceptable will notify all the bidder by issuing an addendum to the Request for Quotations.
3	In section V of Equipment and Supplies of ToR, it is mentioned that 'Uniform (Safari) including all necessary accessories to perform the task satisfactorily' is required to be provided by the service provider. However, Safari is not appropriate to use by the security guards. Normally all the security guard service provider	MCA-Nepal will analyse the request and if acceptable will notify all the bidder by issuing an addendum to the Request for Quotations.

	has their own uniforms. Thus, it is recommended to remove safari and mention only the uniform.	
4	It is mentioned in the requirement that the security guard may be required to travel to the site outside the Kathmandu valley. Who will pay for the site visit expenses for the security guard? Do we need to quote the rate/amount for this purpose also?	The cost for the site visit, travel, accommodation, and other expenses will be paid by MCA-Nepal as per MCA-Nepal's travel policy. Hence, bidders do not need to quote for travel to the site outside the Kathmandu Valley.