



MILLENNIUM CHALLENGE ACCOUNT NEPAL (MCA-Nepal)

Minutes of Pre-Bid Conference

**PROCUREMENT OF HUMAN RESOURCE MANAGEMENT AND
INFORMATION SYSTEM (HRMIS) SOFTWARE AND SERVICES
REF NO: MCA-N/PM/SH/031**

Yak and Yeti Hotel Complex, MCA- Nepal

20 January 2020

I. INTRODUCTION:

The Pre-Bid Conference session for the Procurement of Human Resource Management and Information System (HRMIS) Software and Services was held at 13:00 hours Nepal Time (+5:45) on 20 January 2020 at the Millennium Challenge Account Nepal (MCA-Nepal) office at Yak and Yeti Hotel Complex, Durbar Marg, Kathmandu.

II. AGENDA:

- Registration/Attendance
- Opening by the MCA-Nepal Procurement Agent (PA) Manager
- Presentation by MCA-Nepal Admin and Human Resource Team (Technical Aspects)
- Presentation by Procurement Agent Team, MCA-Nepal PA (Procurement Aspects)
- Closing Remarks

III. MEMBERS PRESENT:

Shalav Risal, Manager Admin and HR
Rishi Ram Poudel, HR Specialist
Shankar Prasad Yadav, Procurement Specialist
Luis Villalta, Procurement Agent Manager
Ramasami Velu, Senior Procurement Specialist
Ram Prasad Regmi, Procurement Specialist
Prajesh Bastola, Rigo Tech
Sagar Pokharel, Rigo Tech
Neetika Sinnya, Rigo Tech
Subodh Raj Satyal, Upveda Technology
Basudev Shrestha, Solution Consultant
Raj Shukla, Bidhee Pvt. Ltd.
Rajan Shrestha Bidhee Pvt. Ltd.
Sujan Sitikhu, Aayulogic Pvt. Ltd.
Shankar Pandey, Aayulogic Pvt. Ltd.
Abhishek B. Shrestha, Aayulogic Pvt. Ltd.

IV. OPENING REMARKS

The Procurement Agent Manager (PAM) opened the meeting and welcome all the attendees participating in the Pre-Bid Conference.

All attendees were advised to complete the registration. The PAM highlighted the objective and importance of the Pre-Bid Conference and important key dates in his opening speech. He also informed the participants that bidders must submit all questions and queries in writing to MCANepalPA@cardno.com and that no verbal communications will be entertained by the Procurement Agent nor the MCA- Nepal office.

Mr. Shankar Prasad Yadav, Procurement Specialist of MCA-Nepal, advised the bidders to submit the queries/questions in writing (if any).

V. PRESENTATION BY HR SPECIALIST:

Mr. Shalav Risal, Manager Admin and HR and Mr. Rishi Ram Poudel HR Specialist of MCA-Nepal presented briefly about the need of the software and services as well as terms of reference. They also emphasized that the bidders should read the Request for Quotation (RFQ) documents thoroughly to have full understanding about the requirement.

VI. PRESENTATION BY Procurement Specialist, MCA-Nepal Procurement Agent:

Mr. Ram Prasad Regmi, Procurement Specialist of Procurement Agent, presented a brief overview of the Request for Quotation Document (RFQ), and highlighted the key administrative compliance requirements to be submitted with the proposal submission. He briefed the bidders on the technical and financial forms, which should be filled using the same templates provided in the RFQ document. He also informed the bidders that the proposal submission should be uploaded to the link provided in the RFQ. No email and physical submission of proposal will be valid and will result in the rejection of the Proposal. The qualification and evaluation criteria were explained by Procurement Agent team and Procurement Specialist of MCA-Nepal.

VII. Questions and Answers

The bidders were given opportunity to raise their concerns or any questions related to terms of reference and Proposal Document (RFQ) provisions. Most of the bidders informed that they will request the clarification of their queries by email within the specified deadline. A session for questions and answers was held where several questions were asked verbally, and verbal answers were provided. However, it was informed that the bidders have to request in written clarifications and official response to the clarifications will be provided to all the interested bidders in writing. Further, it was highlighted that in case of discrepancy between information provided in presentation and RFP, the information under RFP shall prevail.

VIII. CLOSING REMARKS

PAM provided the closing remarks to the meeting, and he highlighted that the bid should be submitted on time and the link provided to submit the bid will expire on deadline of submission. To ensure healthy and fair competition, he suggested the bidders to submit the documents as per RFQ document.

The PAM thanked bidders for their constructive participation in the Pre-Bid Conference.