



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

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

**for the procurement of Supply and Delivery of IT  
Equipment**

**MCA-N/PM/SH/041**

**[VENUE: ONLINE](#)**

**02 April 2021**

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## **I. INTRODUCTION**

The pre-bid meeting session for the procurement of Supply and Delivery of IT Equipment (MCA-N/PM/SH/041) was called to take place online from 11:00 hours on 2 April 2021.

## **II. AGENDA**

- Welcome remarks by Procurement Agent Manager
- Welcome Remarks by MCA-Nepal
- Objectives of the Pre-Bid Meeting
- Brief overview of the RFQ Document
  - Brief Description of Technical Specification
  - Brief overview of shopping method and procurement aspects
- Questions & Answers
- Closing Remarks

## **III. MEMBERS PRESENT**

Attached as Annex A.

## **IV. WELCOME REMARKS BY PROCUREMENT AGENT**

Mr. Luis Villalta, Procurement Agent Manager welcomed all the participants in the meeting and explained briefly that the pre-bid meeting was arranged so that all interested bidders should get more information regarding both the administrative and technical issues for this Procurement Process.

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

Mr. Mahendra Kumar Shrestha, Procurement Manager of MCA-Nepal welcomed all the interested and prospective bidder's representatives for this pre-bid meeting. He advised the bidders to ask the questions that they may have during the Question and Answers Session to make things clear as much possible. He also encouraged the bidders to send their queries after the pre-bid meeting within the deadline for submission for clarification.

## **VI. OBJECTIVES OF THE PRE-BID MEETING**

Mr. Rakesh Kumar, Procurement Agent Senior Procurement Specialist, described the objectives of the pre-bid meeting. He provided the information related to important key dates, technical key aspects and procurement key aspects.

It was also informed that the verbal response (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 and the RFQ issued, the information provided in RFQ issued shall prevail. Bidders should go through the RFQ document in detail before submitting the quotation and request any clarification before last date and time for requesting the clarification mentioned in the RFQ.

It was also informed that the deadline for submission of clarification is by **12:00 hours on 5 April 2021** and notified that the email that was sent for invitation for quotation does not states the time.

## **VII. RFQ PRESENTATION**

MCA-Nepal technical team and the PA presented an overview of the Request for Quotations (RFQ) document.

The technical team described the technical specifications requirement in detail and provided thorough information about what MCA-Nepal is planning to procure; and highlighted technical requirements where bidders should take special attention before submitting the quotation.

The procurement related information was described by Mr. Ram Regmi, Procurement Specialist of Procurement Agent. All the important aspect of the RFQ documents including Electronic Submission Procedure on how to submit the quotation electronically, submission form requirements, important dates, terms and conditions were highlighted during pre-bid meeting.

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

Attendees were then given the opportunity to ask questions. There were no specific questions were asked by the bidders' representatives.

Bidders were also requested to provide their feedback on the RFQ document and also specifically on submission deadline and delivery period. Bidders have provided their feedback on quotation submission deadline and delivery period. It was informed that if MCA-Nepal decided to make any changes in the RFQ document, an addendum will be issued and will be sent to the all the registered bidders. However, as of now the bidder should prepare the bid as per provision of RFQ.

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).

## **IX. CLOSING REMARKS**

Procurement Manager, Mr. Shrestha thanked all the interested bidders for joining the pre-bid meeting and provided his closing remarks and encouraged the bidders to participate in this procurement process.

The meeting was closed at around 12:10 hours by thanking all the participants for attending the meeting.

## **ANNEXES:**

*Annex A: Attendance Register*

*Annex B: Recording of the Pre-bid meeting*

## Annex A: Attendance Register

### Registrants for 'Pre-Bid Meeting - IT Equipment'

<input type="checkbox"/> Registrants	Registration Date	
<input type="checkbox"/> <a href="#">Manendra Dhoj joshi</a>	Apr 2, 2021 12:13 PM	<a href="#">Copy</a>
<input type="checkbox"/> <a href="#">Tirtha Acharya</a>	Apr 2, 2021 11:40 AM	<a href="#">Copy</a>
<input type="checkbox"/> <a href="#">Santosh Acharya</a>	Apr 2, 2021 11:07 AM	<a href="#">Copy</a>
<input type="checkbox"/> <a href="#">Amrit Narayan Thakur</a>	Apr 2, 2021 11:06 AM	<a href="#">Copy</a>
<input type="checkbox"/> <a href="#">sunita sapkota</a>	Apr 2, 2021 11:03 AM	<a href="#">Copy</a>
<input type="checkbox"/> <a href="#">Niraj kumar Shrestha</a>	Apr 2, 2021 11:02 AM	<a href="#">Copy</a>
<input type="checkbox"/> <a href="#">Sajesh Sharma</a>	Apr 2, 2021 11:02 AM	<a href="#">Copy</a>
<input type="checkbox"/> <a href="#">Mahendra Shrestha</a>	Apr 2, 2021 11:01 AM	<a href="#">Copy</a>
<input type="checkbox"/> <a href="#">Prakash Gyawali</a>	Apr 2, 2021 11:01 AM	<a href="#">Copy</a>
<input type="checkbox"/> <a href="#">Luis Villalta</a>	Apr 2, 2021 11:00 AM	<a href="#">Copy</a>
<input type="checkbox"/> <a href="#">Rajendra Dhakal</a>	Apr 2, 2021 10:59 AM	<a href="#">Copy</a>
<input type="checkbox"/> <a href="#">RAKESH KUMAR</a>	Apr 2, 2021 10:57 AM	<a href="#">Copy</a>
<input type="checkbox"/> <a href="#">Shankar Yadav</a>	Apr 2, 2021 10:56 AM	<a href="#">Copy</a>
<input type="checkbox"/> <a href="#">Er. Mahesh Pandey</a>	Apr 2, 2021 10:51 AM	<a href="#">Copy</a>

<input type="checkbox"/> Registrants	Registration Date
<input type="checkbox"/> <a href="#">Gokul Mishra</a>	Apr 2, 2021 10:51 AM <input type="button" value="Copy"/>
<input type="checkbox"/> <a href="#">Rajesh Shrestha</a>	Apr 2, 2021 10:51 AM <input type="button" value="Copy"/>
<input type="checkbox"/> <a href="#">MCA Nepal IT</a>	Apr 2, 2021 10:48 AM <input type="button" value="Copy"/>
<input type="checkbox"/> <a href="#">Krisha Khadka</a>	Apr 2, 2021 10:29 AM <input type="button" value="Copy"/>
<input type="checkbox"/> <a href="#">Bishnu Pokharel</a>	Apr 1, 2021 04:59 PM <input type="button" value="Copy"/>
<input type="checkbox"/> <a href="#">Cyber International Pvt. Ltd Rajendra Aryal</a>	Apr 1, 2021 10:45 AM <input type="button" value="Copy"/>

*Annex B: Recording of the Pre-bid meeting.*

<https://www.dropbox.com/sh/vj31c9oh2hh1jcu/AAC-ZJdfrVU356xpANN1n9Nca?dl=0>