



MILLENNIUM CHALLENGE ACCOUNT NEPAL (MCA-Nepal)

Minutes of Pre-Expressions of Interest Meeting

Provision of Safety and Security Services for MCA-Nepal Office

MCA-N/PM/CQS/005

VENUE: MCA-NEPAL OFFICE

25 November 2021

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I. INTRODUCTION

The Pre-Expressions of Interest meeting session was called to order by Mr. Luis Villalta, Procurement Agent Manager of the Procurement Agent. He welcomed the attendees and thanked them for their attendance. The pre-proposal meeting took place - presential and online from 10:10 hours on 25 November 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 brief (How we will procure it - RFQ Presentation)
- Procurement Aspects in details with Highlights in the Request for Expressions of Interest (REOI) document.
- Questions & Answers
- Closing Remarks

III. MEMBERS PRESENT

No.	Name	Organization/Firm
1.	Mahendra Kumar Shrestha	MCA-Nepal
2	Shalav Risal	MCA-Nepal (Online)
3	Shankar Yadav	MCA-Nepal
4	Ashish Bhandari	MCA-Nepal
5	Merina Pandey	MCA-Nepal
6	Pushpanjali Dhakal	MCA-Nepal
7	Kanhaiya Rajbhandari	Prospective Bidder's Representative
8	Ramesh Datta Bhatta	Prospective Bidder's Representative
9	Surendra Rai	Prospective Bidder's Representative
10	Luis Villalta	Procurement Agent Manager (Cardno)
11	Ram Regmi	Procurement Agent (Cardno)

IV. WELCOME REMARKS BY PROCUREMENT AGENT

The Procurement Agent Manager of Procurement Agent welcomed the prospective bidders and explained that the Pre-Expressions of Interest meeting was arranged so that all interested bidders could get more information regarding both the administrative and technical issues related to this procurement. He stated that the purpose of the presentations is to provide guidance to the prospective bidders on how best to manage their Expressions of Interest.

He further highlighted on the followings:

- The provided verbal responses (if any) during the Pre-Expressions of Interest 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 REOI issued, the information provided in the REOI issued shall prevail.

Bidders should go through the REOI document in detail before submitting the proposal and request any clarification not later than **12:00 noon Nepal Time (GMT+5.45) of 29 November 2021** as mentioned in the Addendum#1 to REOI.

V. WELCOME REMARKS BY MCA-NEPAL

Procurement Manager of MCA-Nepal, welcomed the interested bidder's representatives for this Pre-Expressions of Interest 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.

VI. TECHNICAL PRESENTATION

Manager - Admin and HR of MCA-Nepal, provided an overview of the Scope of Services and requirements for MCA-Nepal under this contract and detailed description of the scope of the services that the awarded firm will be providing to MCA-Nepal.

VII. RFQ PRESENTATION

The Procurement Agent Manager provided brief introduction on key deadlines, submission process as well as a brief description of the procurement CQS method as per MCC PPG.

Procurement Specialist with the support of Procurement Agent Manager and MCA-Nepal team provided an overview of the REOI Document. The presentation focused on the most relevant procurement aspects/conditions that the bidders should follow for a successful submission, amongst the most relevant: (i) Electronic submission; (ii) description of the Forms to be used for the REOI submission; (iii) qualification and evaluation criteria; (iv) explanation on the two stages process in a CQS procurement; (v) scoring system; (vi) legal and administrative documentation to be submitted.

It was also mentioned that the bidders should go through the REOI in detail and submit their submissions as per the requirements.

VIII. COMMENTS/QUESTIONS AND TENTATIVE RESPONSES:

Attendees were then given the opportunity to ask questions. There were no queries made by the prospective bidders, however, it was clarified that if there are any questions that the prospective bidders may have, they may send it in writing via email to the Procurement Agent at MCANepalPA@cardno.com; and cc to gokul.mishra@cardno.com.

The meeting was closed at around 11:45 hours (AM) by thanking all the participants for attending the meeting and wishing them success in the procurement process.

IX. CLOSING REMARKS

The Procurement Manager thanked everyone for joining the Pre-Expressions of Interest meeting, looking forward to receive the Expressions of Interest from the prospective bidders.

Annexes:


Annex A: Recording of the Meeting and Presentations

Recording of the meeting can be accessed via below link:

<https://drive.google.com/file/d/1j1Kt9HlcTvvhJfBcgNIDXNH2Zw3WmV7/view?usp=sharing>



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**Provision of Safety and Security Services for
MCA-Nepal Office (Security Consultant)**

Pre- Proposal Presentation

Date: 25 November 2021

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CONTENTS



- Objectives
- An Overview
 - Security Expert
 - Multiple Security Experts
- Scope of Work
- General Information

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Objectives



- MCA-Nepal requires Safety and Security Services for its office and personnel located in Kathmandu as well as in MCA-Nepal working areas.
- Personnel and assets security remains a strategic priority for MCA-Nepal
- As a project of national significance, the project may warrant interest of dissatisfied factions who may pose safety and security risks to staff and property of MCA-Nepal
- Design and implement MCA-Nepal Safety and Security Guidelines that covers MCA-Nepal personnel and property with intent of preventing, detecting and remediating MCA-Nepal safety and security risks with special focus on procedural security

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Overview




MCA-Nepal requires integrated Safety and Security Services that includes 24-hour X 365 Days

- **Security Expert**
 - Acts as a focal point to provide all safety and security related services to MCA-Nepal.
 - Will serve as the day-to-day point of contact
 - Function as a full-time security specialist (20 days in a month), working from MCA-Nepal premises.
- **Multiple Security Experts**
 - Pool of 4 experts, institutional backup to Security Expert
 - For coordinating all safety and security related services to MCA-Nepal
 - Team of expert's available with the organization which shall composed of multiple qualified individuals

*Security Expert and Head of Security Coordination Expert shall be evaluated through interviews based on mentioned criteria in terms of reference.

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Scope of work



- Conduct overall country risk assessment (and also specific to the project districts)
- Propose safety and security guidelines for MCA-Nepal that includes mitigation measures for defined threats.
- Prepare ad hoc reports upon request and perform other safety and security related tasks as assigned
- Implement MCA-Nepal safety and security standards, policies, guidelines as needed
- Ensure travel and movement security. Provide clearance for all MCA-Nepal four-wheel vehicle movements and provide reactive advice on site-travel in case of security threats
- Provide security related advise to MCA Nepal including strategic inputs to ED, staff and contractors
- Serve as a liaison with the Emergency Services: especially with GON Law Enforcement agencies
- Provide proactive advice and operational inputs to Program Management and Administration team to improve physical security
- Provide Situation Reports (SitReps) utilizing intelligence gathered through pre-established network

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Scope of work



- Establish a security support network, MCA-Nepal phone tree system (communications) and additional (as needed) security protocols to support MCA emergency response
- Provide Safety and Security related orientation to incoming visitors and new staff
- Organize annual drills and refreshers as appropriate.
- Support and implement processes related to emergency situations;
 - identifying emergency situation
 - communicating emergency situations
 - escalating or assisting in emergency situations
 - determining priorities of action
 - assisting MCA-Nepal in executing emergency evacuations
- Ensure that safety and security related equipment and supplies are procured
- Coordinate and maintain regular contact with the MCC Security team
- Participate and gain information from the security specialists at similar development organizations

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Additional Information



- MCA-Nepal will only provide email account, one laptop, and dedicated workspace for the Security Expert (one).
- For travel outside Kathmandu valley;
 - transportation services will be provided by MCA-Nepal
 - accommodation, per diem, will be paid according to the existing standards included in the MCA-Nepal Fiscal Accountability Plan (FAP).

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THANK YOU

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The Millennium Challenge Account – Nepal
 "Pre-Expression of Interest Meeting"
 Request for Expression of Interest for Provision of Safety and Security Services for MCA-Nepal Office
 MCA-N/PM/CQS/005
 25 November 2021



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Content

1. Objectives of the Pre-Expression of Interest Meeting
2. Important Key Dates
3. Technical key Aspects(What we want to procure)
4. Procurement Key Aspects (How we will procure it)




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OBJECTIVES

1. **Main Objective: To Provide key Information to Participants regarding:**
 1. Key Technical Aspects of the Procurement Process
 2. Key Procurement Aspects of the Procurement Process
 3. To receive Questions/Clarifications from potential Bidders



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IMPORTANT KEY DATES

1. **27 October 2021:** Procurement was launched
2. **25 November 2021:** Pre-Expression of Interest Meeting (Addendum#1)
3. **5 PM, 8 November 2021 (Initial) and 12:00 Noon 29 November 2021 (Amended) Nepal Time:** Deadline for submission of queries
4. **12 November 2021 (Initial) and 1 December 2021 revised:** MCA-N to issue the response of queries
5. **15:00 hours (Kathmandu) on 22 November 2021 (Initial) and 12:00 noon (Kathmandu time) on 6 December 2021 (Amended):** Deadline for Submission




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What We want to Procure? How We will Procure it?

1. Lets review in detail the Conditions in the Request For Expressions of Interest (REOI) document:
 - a. Terms of Reference
 - b. CQS Procurement Method
 - c. Rules for Submission
 - d. Other Aspects (delivery time, payment terms, etc).




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What is CQS method under MCC PPG

1. Request for Expressions of Interest
2. Evaluation of Expression of Interest
 - a. Generally, firms' profile will be requested and will be evaluated as per the evaluation criteria specified in the EOI document.
 - b. No financial proposal will be required
 - c. No Staff CV's at this point
3. Request for Proposal for Top Ranked Consultant
 - a. - After the evaluation of Expression of Interest, A detailed combined technical and Financial Proposal will be requested with the Top Ranked Firm/Consultant.
 - b. -Technical and Financial proposal will be evaluated
 - c. -Negotiation will be done with Top Ranked Consultant
 - d. - Contract Award, if Negotiation Successful
 - e. - If Negotiation is not successful, technical proposal and financial proposal will be requested with the second ranked firm/consultant and will be evaluated and negotiated and so on...



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- Any question answered verbally during this Prebid conference is MCA-Nepal's draft response only. The final response will be sent to bidders in writing. Thus, bidders are requested to submit their all question in writing.
- In case of any discrepancy between the information provided in MCA-N presentation and bidding document, the information provided in bidding document shall prevail.

