



MILLENNIUM CHALLENGE ACCOUNT NEPAL (MCA-Nepal)

Minutes of Pre-Bid Meeting

**“Supply and Delivery of IRI Class I and Class II
Equipment”**

MCA-N/RMP/SH/052

VENUE: ONLINE

06 July 2022

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I. INTRODUCTION

The Pre-Bid Meeting session for the procurement of Supply and Delivery of IRI Class I and Class II Equipment (MCA-N/RMP/SH/052) was called to take place online from 11:00 hours on 6 July 2022.

II. AGENDA

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

III. MEMBERS PRESENT

Attached as Annex B.

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 and important key dates.

It was also informed that any verbal response and the information of any documents used for presentation (if any) during the pre-bid meeting shall be considered as draft. The final responses will be provided in writing. If there is a discrepancy between statements made during the presentations and the RFQ issued, the information provided in the RFQ shall prevail. Bidders should go through the RFQ document in detail before submitting their quotations and request any clarification before the requests for clarifications submission deadline, as mentioned in the RFQ.

V. WELCOME REMARKS BY MCA-NEPAL

Mr. Ashish Bhandari, Procurement and Contracting Specialist 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 Answer Session to make the information as clear as possible. He also encouraged the bidders to send their queries after the pre-bid meeting within the deadline for submission of requests for clarifications.

VI. BRIEF DESCRIPTION OF TECHNICAL SPECIFICATIONS

Mr. Prabin Jung Thapa, Road Maintenance Specialist of MCA-Nepal provided a description of the technical requirements of the goods and services to be procured.

VI. BRIEF OVERVIEW OF SHOPPING METHOD AND PROCUREMENT ASPECTS (RFQ DOCUMENT)

Mr. Rakesh Kumar, Senior Procurement Specialist of the Procurement Agent described the objectives of the Pre-Bid meeting and further elaborated on all the aspects of the RFQ highlighting the provisions where there are chances of mistakes that may cause a quotation to be rejected. The most important RFQ provisions that were highlighted: (i) Currency of quotes, (ii) request for clarifications, (iii) methodology for submission of quotations using

Dropbox, (iv) submission deadline, (v) Forms of Quotations. Bidders were encouraged to observe carefully such provisions while preparing their quotations for submission.

VII. COMMENTS/QUESTIONS AND TENTATIVE RESPONSES

Attendees were then given the opportunity to ask questions. Several questions were asked by the bidders' representatives and MCA-Nepal provided draft answers to the questions raised. However, it was suggested to all bidders to send the queries in writing via email so that MCA-Nepal will respond officially via the Question and Answers (Q&A) document.

Annex A shows the questions and answers raised during the Meeting.

VII. ADDITIONAL POINTS:

Regarding the key dates that were presented during the meeting, the deadline for submission of requests for clarifications was not correct in the PowerPoint presentation; however, the correct deadline for submission of requests for clarifications is **12:00 hours (Nepal Time) on 08 July 2022**.

IX. CLOSING REMARKS

Procurement Manager, Mr. Mahendra Kumar 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 11:55 hours by thanking all the participants for attending the meeting.

ANNEXES:

Annex A: Questions and Answers

Annex B: Attendance Register

Annex C: Recording of the Pre-Bid meeting

Annex A: Questions and Answers

The Questions and Answers discussed during the Pre-Bid Meeting will be included in the official Questions and Answers document to be sent by the deadline for responses to requests for clarifications.

Annex B: Attendance Register

#	Name	Organization
1.	Mahendra Kumar Shrestha	MCA-Nepal
2.	Shankar Yadav	MCA-Nepal
3.	Ashish Bhandari	MCA-Nepal
4.	Prabin Jung Thapa	MCA-Nepal
5.	Satyam Pathak	MCA-Nepal
6.	Sanju Adhikari	MCA-Nepal
7.	Luis Villalta	PA/Cardno
8.	Rakesh Kumar	PA/Cardno
9.	Neelam Thapa	PA/Cardno
10.	Gokul Mishra	PA/Cardno
11.	Ram Regmi	PA/Cardno
12.	Rimzim Bhati	Prospective Bidder's Representative
13.	Er Vijay Bista	Prospective Bidder's Representative
14.	Sam TBT SCIETECH	Prospective Bidder's Representative
15.	Vishal Tater	Prospective Bidder's Representative
16.	Tanuja Bisht	Prospective Bidder's Representative
17.	Fabio Antoine Formica	Prospective Bidder's Representative
18.	Bijal Patel	Prospective Bidder's Representative
19.	Bijal Dsouza	Prospective Bidder's Representative
20.	Supriyo Pradhan	Prospective Bidder's Representative
21.	Chhatra Rana	Prospective Bidder's Representative

Annex C: Recording of the Pre-bid meeting –

<https://www.dropbox.com/sh/xg1pg0dbc9j328v/AADbVsMuAWaldiihzc2E5uXLa?dl=0>