



MILLENNIUM CHALLENGE ACCOUNT NEPAL (MCA-Nepal)

Minutes of Pre-Bid Meeting

“Sundry IT Equipment and Supplies”

MCA-N/PM/SH/065

VENUE: ONLINE

04 September 2023

TABLE OF CONTENTS

I.	INTRODUCTION	2
II.	AGENDA	2
III.	MEMBERS PRESENT	2
IV.	WELCOME REMARKS BY PROCUREMENT AGENT	2
V.	WELCOME REMARKS BY MCA-NEPAL	2
V.	BRIEF DESCRIPTION OF TECHNICAL SPECIFICATIONS	3
VI.	BRIEF OVERVIEW OF SHOPPING METHOD (RFQ DOCUMENT)	3
VII.	COMMENTS/QUESTIONS AND TENTATIVE RESPONSES	3
VIII.	CLOSING REMARKS	3
	ANNEXES:	3
	Annex A: Questions and Answers	4
	Annex B: Attendance Register	5

I. INTRODUCTION

The Pre-Bid Meeting session for the procurement of Sundry IT Equipment and Supplies (MCA-N/PM/SH/065) was called to take place online from 15:00 hours on 4 September 2023.

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 could get more information regarding both the administrative and technical description for this procurement process and important key dates.

It was informed that 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. Ishwar Bhatta, 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 Answers Session to make the information as clear as possible.

V. BRIEF DESCRIPTION OF TECHNICAL SPECIFICATIONS

Mr. Mahendra Lamsal, IT 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. Ram Regmi, Procurement and Contract Administration 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.

VIII. CLOSING REMARKS

The Procurement Agent Manager, Mr. Luis Villalta 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 15:55 hours by thanking all the participants for attending the meeting.

ANNEXES:

Annex A: Questions and Answers

Annex B: Attendance Register

Annex A: Questions and Answers

Sundry IT Equipment and Supplies (MCA-N/PM/SH/065)

Questions and Answers

	Questions	Answers
1.	The model number for printer cartridge and projector is not available in the RFQ. Will you please let me know what the model numbers are?	The model number and other technical specifications of all the items including printer cartridge and projector can be found at Annex 1 of the RFQ.
2.	In Annex-A, for most of the items the reference for technical specification is taken from abroad which shall not be available in local market. How can we work on that?	The goods that are available in the market with equivalent specification can be offered.
3.	As this procurement is done with BPA contract with many items with different specifications, so during evaluation what will be given priority Quality or the price?	The Bidder shall comply with the minimum requirement of the technical specifications and quote the price accordingly. All bidder who complies with the requirements of Request for Quotations will be awarded a BPA contract.
4.	As mentioned in RFQ, for this procurement the contract awarded will be BPA for 5 years. For the 5 years the model or brand of items may not remain same, so what can be done if model or price changes at the time of supplying the item?	The Contract duration is five years following the Contract signing, contingent upon availability of funds, satisfactory performance of the Suppliers, and successful negotiation of the prices - Prices will be revised on an annual basis or as needed. The BPA's may also be amended as needed.
5.	Is BPA for 5 years?	Yes.
6.	Do we need to submit whole RFQ document?	The bidders are required to submit the completely filled and signed Annex 2 (Quotation Submission Form – OFFER) and Annex 3 (Submission Form of Supplier's Proposed Technical Specifications) and other required documents as per paragraph 14 of the Request for Quotation Document.
7.	Is it compulsory to upload every item brochure that is quoted or not necessary?	The bidders should fill the proposed brand, model and make of the offered goods, and provide/mention the specifications of offered product along with link or product catalogue as per Annex 3. Thus, the bidder can provide specifications or web-link containing specifications instead of brochures.

Annex B: Attendance Register



Attendance Prebid
Meeting_Sundry It.PD

Online Zoom Registrants for Pre-Bid Meeting:

Registrants for 'Pre-Bid Meeting for Procurement of Sundry IT Equipment and Supplies '				
	Registrants	Email Address	Registration Date	
	Sunita Sapkota	sunita@microplus.com.np	9/4/2023 16:21	Copy
	Lijan Shrestha	globaltradelink2078@gmail.com	9/4/2023 15:10	Copy
	Bhim Pariyar	bhim.viv@gmail.com	9/4/2023 15:06	Copy
	Ananta Pandey	apandey@nexgen.com.np	9/4/2023 14:57	Copy
	Saroj Dangol	Munsar.glink@gmail.com	9/4/2023 14:53	Copy
	Raju Pandey	rpandey@nexgen.com.np	9/4/2023 14:32	Copy
	Rabina Gautam	rabina@ingram.com.np	9/4/2023 11:10	Copy



MILLENNIUM CHALLENGE ACCOUNT NEPAL

ATTENDANCE OF PRE-BID MEETING (04 Sep 2023)

Name of Procurement: Sundry IT Equipment and Supplies

Ref No: MCA-N/PM/SH/065

S. NO	NAME OF THE ATTENDEE	ORGANIZATION	EMAIL ADDRESS	SIGNATURE
1.	Ishwar Bhatta	MCA Nepal	ishwar.bhatta@mcnp.org	
2.	Pushpanjali Dhakal	MCA Nepal	pushpanjali.dhakal@mcnp.org	
3.	Mahendra Lamsal	MCA Nepal	Mahendra.Lamsal@mcnp.org	
4.	Pawan Joshi	MCA Nepal	pawan.joshi@mcnp.org	
5.	Luis Villalta	PA/ MCA Nepal	luis.villalta@dt-global.com	
6.	Ram Regmi	PA/ MCA Nepal	ram.regmi@dt-global.com	
7.	Binita Poudel	PA/ MCA Nepal	binita.poudel@dt-global.com	
8.				
9.				