



## MILLENNIUM CHALLENGE ACCOUNT NEPAL (MCA-Nepal)

---

### Minutes of Pre-Offer Meeting

**“Supply and Delivery of IT Equipment and Accessories”**

**Ref No: MCA-N/PM/SH/078**

**VENUE: ONLINE**

**2 August 2024**

## **TABLE OF CONTENTS**

<b>I. INTRODUCTION</b>	<b>2</b>
<b>II. AGENDA</b>	<b>2</b>
<b>III. MEMBERS PRESENT</b>	<b>2</b>
<b>IV. WELCOME REMARKS BY PROCUREMENT AGENT</b>	<b>2</b>
<b>V. BRIEF OVERVIEW OF SHOPPING METHOD AND PROCUREMENT ASPECTS (RFO DOCUMENT)</b>	<b>2</b>
<b>VI. BRIEF DESCRIPTION OF TECHNICAL SPECIFICATIONS</b>	<b>2</b>
<b>VII. COMMENTS/QUESTIONS AND TENTATIVE RESPONSES</b>	<b>3</b>
<b>VIII. CLOSING REMARKS</b>	<b>3</b>
<b>ANNEXES:</b>	<b>3</b>
<b>Annex A: Questions and Answers</b>	<b>4</b>
<b>Annex B: Attendance Register</b>	<b>7</b>

## **I. INTRODUCTION**

The Pre-Offer Meeting session for the procurement of Supply and Delivery of IT Equipment and Accessories (Ref No: MCA-N/PM/SH/078) was called to take place online from 14:00 hours on 2 August 2024.

## **II. AGENDA**

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

## **III. MEMBERS PRESENT**

Attached as Annex B.

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

Acting Procurement Agent Manager welcomed all the participants in the meeting and explained briefly the agenda of the meeting.

## **V. BRIEF OVERVIEW OF SHOPPING METHOD AND PROCUREMENT ASPECTS (RFO DOCUMENT)**

Procurement and Contract Administration Specialist of the Procurement Agent described the objectives of the Pre-Offer meeting and further elaborated on all the aspects of the RFO highlighting the provisions where there are chances of mistakes that may cause an offer to be rejected. The most important RFO provisions that were highlighted: (i) Currency of quotes, (ii) request for clarifications, (iii) methodology for submission of offers using Dropbox, (iv) submission deadline, (v) Forms of Offer. Suppliers were encouraged to observe carefully such provisions while preparing their offers for submission.

## **VI. BRIEF DESCRIPTION OF TECHNICAL SPECIFICATIONS**

IT Specialist of MCA-Nepal provided a description of the technical requirements of the goods and services to be procured.

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

Attendees were then given the opportunity to ask questions. Several questions were asked by the suppliers' representatives and MCA-Nepal provided draft answers to the questions raised. However, it was suggested to all suppliers 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 (Acting) thanked all the interested suppliers for joining the pre-offer meeting and provided his closing remarks and encouraged the suppliers to participate in this procurement process.

The meeting was closed at 14:44 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

### Supply and Delivery of IT Equipment and Accessories (Ref No: MCA-N/PM/SH/078)

#### Questions and Answers

S.N.	Questions	Answers
1.	How flexible are you with the specifications of Sound/Audio and WIFI band as mentioned in technical specifications for Lot #1.	<p>MCA-Nepal has researched the type of Sound/Audio and Wifi hardware integrated with the expected business laptops of various brands and model. Based on this assessment, these technical parameters are put as a mandatory requirement so that expected laptops will be complied with our existing systems.</p> <p>MCA-Nepal evaluates based on provided technical parameters.</p>
2.	Some of the specification seems to be very specific to one particular brand, we recommend MCA-Nepal to make the specification more general and applicable to other brands as well.	<p>MCA-Nepal ensures a healthy competition by including a wide range of brands and models. MCA-Nepal will not give any preferences to any specific brands or models. However, the required specification shall be complied.</p>
3.	Shall we quote the price in the USD or NPR, and who is responsible for custom clearance?	<p>As per para 3(a) of the Request for Offer (RFO), the currency of quoted prices shall be in United States Dollars (USD). The Offeror shall be responsible for custom clearance and other direct or indirect costs incurred during transportation/shipping until the goods reached to delivery point.</p>
4.	Requirement of the manufacturer authorization is not mentioned in the RFO document, is it required or not?	<p>MCA- Nepal is intending to issue an Addendum to the Request for Offer regarding inclusion of the requirement related to Manufacturer's Authorization. If addendum is issued, please consider the addendum while submitting your Offer.</p>

5.	Is there any limitation on the size and number of files that can be uploaded?	There is limitation of a maximum 10GB of files that can be uploaded via online submission. However, MCA-Nepal recommends uploading smaller multiple files of ~2GB.
6.	What is the delivery schedule?	<p>The delivery shall be within 150 calendar days from signing the contract.</p> <p>For Lot #1, the delivery shall be on the task order basis. MCA-Nepal expects to complete all task orders within 90 days after signing the Contract.</p>
7.	Can the bidder give alternative offer?	Alternative offer is not accepted. One supplier shall submit only one Offer
8.	Is there any constrains to participation of Chinese vendors?	<p>Accountable Entity Procurement Policy &amp; Guidelines include requirements for eligibility:</p> <ul style="list-style-type: none"> <li>a) You are requested to go through the provision of Part 8. Government-Owned Enterprises under Accountable Entity Procurement Policy &amp; Guidelines at <a href="https://www.mcc.gov/content/uploads/policy-ae-ppg-effective-010124.pdf">https://www.mcc.gov/content/uploads/policy-ae-ppg-effective-010124.pdf</a> to check your eligibility. MCC will verify the submitted Government-Owned Enterprises (GOE) certification and will make a decision based on (i) the submitted documentation and (ii) further research regarding the GoE status of all firms that submit proposals. A Government-Owned Entity is not eligible to compete for MCC funded projects, for goods and works.</li> <li>b) A “GOE,” or government-owned enterprise, is any enterprise established for a commercial or business purpose that is owned and/or controlled by a government, whether directly or indirectly.</li> <li>c) The PPG state under 8.2.1 that “GOEs are not eligible to compete for MCC-funded contracts for goods or works.”</li> <li>d) “Owned” means a majority or controlling interest (whether by value or voting interest) of the shares or other ownership interest of the entity is owned (whether directly or indirectly and whether through fiduciaries, agents, or other means).</li> <li>e) “Controlled by” necessarily is determined on a case-by-case basis but means material support for or the power by any means to control an enterprise (regardless of (i) the level of ownership, or (ii) whether the power is exercised). Indicative criteria relevant to determining whether an enterprise is controlled by a Government include, but are not limited to, the following: a) Whether a Government holds a direct or indirect controlling interest in the enterprise’s capital or voting rights. b) The extent to which the enterprise receives subsidies</li> </ul>

		<p>and other support from a Government. Detailed information is provided in part 13 of the PPG.</p> <p>f) 8.1.5.5 states “Additional evidence of control may be found in the organizational history of the enterprise regardless of its current status. In some cases, a GOE may be privatized or otherwise reorganized in such a manner that it loses its status as a GOE. In other cases, a GOE may purportedly have been privatized, but continue to receive subsidies or other forms of support from a Government to such a degree that it can effectively be considered to be controlled by the Government”.</p> <p>g) Furthermore, “Evidence of control may also be assumed by MCC for enterprises from countries that have been <b>deemed nonmarket economies</b> by either the US Department of Commerce or the World Trade Organization ”</p> <p>h) Regarding eligibility please also check the below links too:</p> <ul style="list-style-type: none"> <li>a. System for Award Management (SAM) Excluded Parties List - <a href="https://www.sam.gov/SAM/pages/public/searchRecords/search.jsf">https://www.sam.gov/SAM/pages/public/searchRecords/search.jsf</a></li> <li>b. World Bank Debarred List - <a href="https://www.worldbank.org/debarr">https://www.worldbank.org/debarr</a></li> <li>c. US Treasury, Office of Foreign Assets Control, Specially Designated Nationals (SDN) List - <a href="https://sanctionssearch.ofac.treas.gov/">https://sanctionssearch.ofac.treas.gov/</a></li> <li>d. US Department of Commerce, Bureau of Industry and Security, Denied Persons List - <a href="https://www.bis.doc.gov/index.php/the-denied-persons-list">https://www.bis.doc.gov/index.php/the-denied-persons-list</a></li> <li>e. US State Department, Directorate of Defense Trade Controls, AECA Debarred List - <a href="https://www.pmddtc.state.gov/ddtc_public?id=ddtc_kb_article_page&amp;sys_id=c22d1833dbb8d300d0a370131f9619f0">https://www.pmddtc.state.gov/ddtc_public?id=ddtc_kb_article_page&amp;sys_id=c22d1833dbb8d300d0a370131f9619f0</a></li> <li>f. US State Department, Foreign Terrorist Organizations (FTO) List - <a href="https://www.state.gov/foreign-terrorist-organizations/">https://www.state.gov/foreign-terrorist-organizations/</a></li> <li>g. US State Department, Executive Order 13224 - <a href="https://www.state.gov/executive-order-13224/">https://www.state.gov/executive-order-13224/</a></li> <li>h. US State Sponsors of Terrorism List - <a href="https://www.state.gov/state-sponsors-of-terrorism/">https://www.state.gov/state-sponsors-of-terrorism/</a></li> </ul>
--	--	--

## Annex B: Attendance Register



Attendes\_pre offer  
meeting.PDF

### Online Zoom Registrants for Pre-Offer Meeting:

<b>Registrants for 'Pre-Offer Meeting for Supply and Delivery of IT Equipment and Accessories'</b>	
<b>S.N.</b>	<b>Registrant's Name</b>
1	Suren Manandhar
2	Krishna Acharya
3	Kamala Regmi
4	Daisy Rajkarnikar
5	Suman Sharma
6	Nabina Mahar
7	Depak M. Khanal
8	Uday Bajracharya
9	Deepmala kunwar
10	Nitesh Rana
11	Tirtha Raj Acharya
12	Krijen Maharjan
13	Rajan Tuladhar
14	Arvind Thapa
15	Shiva Karki
16	Sagun Shrestha
17	Sunita Sapkota
18	Ekata Aryal
19	Jairaj Menon
20	Ujwal Pradhanang
21	Sujan Mool
22	Sales team
23	Binita Poudel
24	PRAKASH GYAWALI
25	Rangila Karki
26	Prabesh Pandey
27	Praveen Pradhan
28	Aman Manandhar
29	Sailesh Sharma



