



MILLENNIUM CHALLENGE ACCOUNT - MALAWI

Minutes of Pre-Proposal Meeting

RESETTLEMENT ACTION PLAN AUDIT

RFP: PA/MCA-MW/MCC/IDA/SER/095/2016

PROCUREMENT AGENT OF MCA MALAWI'S CONFERENCE

ROOM

May 19, 2017

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I. INTRODUCTION:

The pre-bid opening session was called to order by Rakesh Kumar, the Senior Procurement Specialist of Procurement Agent. He welcomed the attendees and thanked them for their attendance. He then informed about the agenda of the site inspection and pre-proposal meeting to the present. The agenda is attached as Annex D to this minute. After the opening remarks, all the members present introduced themselves. Then as per Agenda all departed to SMEC Office for site inspection. Nic Boersema (Team Leader) and Steve Faleiro (Database Manager) of SMEC provided a briefing of the data base and filling systems available at SMEC's office. After site inspection, all participants returned to the Procurement Agent's Office. The pre-proposal meeting took place in the Cardno's Board Room from starting from 09:00 hours on May 19, 2017.

II. AGENDA:

- Registration
- Opening Remarks
- Introductions
- Depart to SMEC Office
- Inspection at SMEC Office
- Back to Procurement Agent Office
- Presentation by Procurement Agent
- Presentation by MCA-Malawi
- Questions & Answers
- Closing Remarks

III. MEMBERS PRESENT:

No.	Name	Organization/Firm	E-Mail Address
1.	Hastings Nyirenda	KPMG	hnyirenda@kpmg.com
2.	Alexander B. Chimimba	KPMG	achimimba@kpmg.com
3.	Liza van de Merwe	MCC	Liza.vanderMerwe@erm.com
4.	Grigore Stratulat	MCA-Malawi	grigore.stratulat@zoho.com
5.	Edith Maseya	MCA-Malawi	edith.maseya@mca-m.gov.mw
6.	Chris Chalira	MCA-Malawi	chris.chalira@mca-m.gov.mw
7.	Ernest Msuku	MCA-Malawi	ernest.msuku@mca-m.gov.mw
8.	Rakesh Kumar	Cardno	Rakesh.Kumar@cardno.com
9.	Martha Chizomola	Cardno	Martha.Chizomola@cardno.com

** Refer to Annex -1 for the Attendance Register at the Pre-proposal meeting. Nic Boersema, SMEC – Team Leader and Steve Faleiro SMEC – Database Manager assisted the prospective bidders during Site Inspection.*

IV. OPENING REMARKS BY SENIOR PROCUREMENT SPECIALIST:

Rakesh Kumar explained that the pre-bid meeting was arranged so that all interested bidders should get more information regarding both the administrative and technical issues for the RAP Audit Consultancy Assignment. He advised the participants that all request for clarification should be submitted in writing to MCA.MalawiPA@cardno.com by 22nd May, 2017 and that the Procurement Agent (PA) will provide responses by 26th May 2017.

V. PRESENTATION BY THE PROCUREMENT AGENT:

The PA presented an overview of the Request for Proposal (RFP) Document. The purpose of the presentation was to provide guidance to the prospective consultant on how best to manage their technical and financial proposals, in light of the Instruction to Bidders. He elaborated in areas where consultants make regular errors in their proposals and highlighted the essential need to ensure no financial information, other than that on Tech Form 2 was to appear in their Technical Proposals.

At this point, the PA urged the prospective bidders to note the following:

- ✓ Bidders to take note of the MCC'S Bid Challenge System, observing that the bidders may apply it when they become aware of the Evaluation Results.
- ✓ Consultants were obliged to keep a watch on the MCA-Malawi web site www.mca-m.gov.mw to track the procurement and any addenda that might be issued. The PA would make every effort to inform firms of any such developments, but firms were ultimately responsible to regularly check the MCA-Malawi website.

VI. PRESENTATION BY MCA-MALAWI:

MCA-Malawi's Resettlement Expert, Edith Maseya, provided a brief overview of Project, Resettlement Role Players, RAP Stakeholders, Management Structure and Resettlement impact. The presentation of MCA-Malawi is attached as (Annex B). She highlighted the importance of the audit and expectations from the RAP Audit Consultant.

VII. COMMENTS/QUESTIONS AND TENTATIVE RESPONSES:

Attendees were then given the opportunity to ask questions of both the PA and MCA-Malawi's representatives. These appear in Annex C. It was clearly mentioned to the participants that only response in writing will be a valid response.

In addition to raising these questions consultants were asked to send any further questions, in writing to the Procurement Agent at MCA.MalawiPA@cardno.com.

VIII. CLOSING REMARKS

The Senior Procurement Specialist wished the present Consultant all the best and highlighted that Consultant may request clarification until 22nd May 2017 and MCA-Malawi will respond to the request for clarification by 26th May 2017.

The meeting was closed at 11:55 hours by the Senior Procurement Specialist (Procurement Agent, MCA-Malawi). He thanked all the participants for attending the meeting and wished prospective bidder success.

Annexes:





Annex A: Attendance Register

Annex B: Power Point Presentation by MCA-Malawi

Annex C: Question & Answers

Annex D: Agenda

ANNEXES/ATTACHMENTS:

Annex A Attendance Register at the Pre-proposal Meeting	 Attendance.pdf
Annex B Presentation by MCA-Malawi	 RAP audit pre proposal (4).pptx
Annex C Question & Answers	 Q A RAP Audit.docx
Annex D Agenda	 RAP Audit - Pre Bid Meeting Agenda.docx