



MILLENNIUM CHALLENGE ACCOUNT - MALAWI

Minutes of Pre-Bid Meeting

**Design, Supply, Installation, Testing and Commissioning of Trash
Diversion Barrier and its auxiliary for Nkula Reservoir and
Provide Training**

CB No: PA/MCA-MW/MCC/MEA/GDS/094/2017

NKULA B CONFERENCE ROOM

May 19, 2017

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I. INTRODUCTION:

The pre-bid opening session was called to order by David Hill, the Procurement Agent Manager. He welcomed the attendees and thanked them for their attendance. After the opening remarks, all the members present introduced themselves. The pre- bid meeting took place in the Nkula B Conference Room from 10:40 hours on May 19, 2017.

II. AGENDA:

- Registration
- Opening Remarks
- Introductions
- Presentation by Procurement Agent
- Presentation by Consulting Engineer
- Questions & Answers
- Closing Remarks

III. MEMBERS PRESENT:

Members from MCA-Malawi, EGENCO, Fichtner, Cardno and Hema Construction were present at the pre bid meeting.

No.	Name	Organization/Firm	E-Mail Address
1.	Modester Thawe	Hema Construction	hema2mw@yahoo.com
2.	Robin Enderle	Fichtner	robin.enderle@fichtner.de
3.	Daulos Mauambeta	MCA-Malawi	daulos.mauambeta@mca-m.gov.mw
4.	Dalitso Kafuwa	MCA-Malawi	dalitso.kafuwa@mca-m.gov.mw
5.	Thenford Mchenga	MCA-Malawi	thenford.mchenga@mca-m.gov.mw
6.	David Hill	Cardno	Davidc.hill@cardno.com
7.	Enita Tembo	Cardno	Enita.tembo@cardno.com
8.	Archibald Kandoje	EGENCO	akandoje@egenco.mw
9.	Moffat Chikuse	EGENCO	mchikuse@egenco.mw
10.	Ben Chisuse	EGENCO	bchisuse@egenco.mw

* Refer to **Annex -1** for the Attendance Register at the Pre-bid meeting.

IV. OPENING REMARKS BY PROCUREMENT MANAGER:

David Hill 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 Design, Supply, and Installation, Testing and Commissioning of Trash Diversion Barrier and its auxiliary for Nkula Reservoir and that the bidder would provide Training to ESCOM staff. He advised the participants that all technical questions and queries should be submitted in writing to MCAMalawiPA@cardno.com 21 days before the closing date for submission and that the Procurement Agent (PA) will provide responses 18 days before the closing date.

V. PRESENTATION BY THE PROCUREMENT AGENT:

The PA presented an overview of the Invitation to bid (ITB) Document. The purpose of the presentation was to provide guidance to the prospective bidders on how best to manage their technical and financial proposals, in light of the Instruction to Bidders. He elaborated in areas where bidders make regular errors in their bid document and

highlighted the essential need to ensure that the bidders submit the required documentation.

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 Technical Evaluation Results.
- ✓ Bidders 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 interested bidders of any such developments, but bidders were ultimately responsible to regularly check the MCA-Malawi website.

VI. PRESENTATION BY CONSULTING ENGINEER:

Fichtner's representative, Robin Enderle, provided a brief overview of the project description and overview of the scope of the assignment. The overall objective of the assignment was to make sure that the intake for the stations (Nkula A and B) were free of trash that block the flow of water. He also indicated that there were current works at the reservoir which could affect the progress of the assignment and bidders should take note of that. Attached as *Annex -2* to this report, is Consulting Engineers presentation.

VII. COMMENTS/QUESTIONS AND TENTATIVE RESPONSES:

Attendees were then given the opportunity to ask questions of both the PA and Consulting Engineers representatives. There were no questions asked.

In addition the bidders were asked to send any further questions, in writing to the Procurement Agent at MCAMalawiPA@cardno.com.

VIII. CLOSING REMARKS

The Procurement Agent Manager emphasized that there is a need for all the bidders to pay attention to the requirements of the ITB, and to critically check the flow of all the required documentation of the bidding document before submitting their bids. He further stated that it is the responsibility of all the prospective bidders to regularly check on the MCA-Malawi's Website for any new developments such as addenda or possible extension of closing time etc.



The meeting was closed at 11:30 hours by the Procurement Agent Manager, who emphasized that the bidding process will be transparent and fair. He thanked all the participants for attending the meeting and wished all the prospective bidders success.

Annexes:

Annex 1: Attendance Register

Annex 2: Power Point Presentation by Consulting Engineer

ANNEXES/ATTACHMENTS:

Annex 1 Attendance Register at the Pre-bid Meeting	 Attendance register.pdf
Annex 2 Presentation by Consulting Engineer	 20170519_Pre-Bid_M eeting_Blantyre Mala