



MILLENNIUM CHALLENGE ACCOUNT - MALAWI

Minutes of the Weed and Sediment Management Equipment Pre-Bid Meeting

Weed and Sediment Management Equipment

**Design, Supply, Install, Train and Provide Required
Dredger Spreads at Kapichira (Base) and Nkula (Option) Hydropower
Plants**

CB No: PA/MCA-MW/MEA/GDS/101/2017

TNM BOARDROOM, LILONGWE

November 17, 2017

I. INTRODUCTION:

The Pre-Bid meeting took place in the Boardroom at the TNM tower in Lilongwe, commencing at 15:00hours Malawi time and concluded at 16:30 Hours, on November 17, 2017.

It was noted that there were logistical problem and all the prospective bidders were not able to connect to the conferencing system. Hence, it was decided that, the pre-bid meeting was held only with the bidders connected to the system and the minutes of the system shall be distributed to all prospective bidders.

The Pre-Bid meeting opening session was called to order by Mr. David Hill, MCA-Malawi's Procurement Agent Manager (PAM). Mr. Hill welcomed participants who were present and those that were able to log onto the video/tele conferencing call. Due to the problem with the video line, he introduced an alternative teleconference line which was communicated to the bidders. However some bidders including the MCC technical team were not able to log on. Members present were requested to complete the Attendance Register.

II. AGENDA:

- Registration
- Opening Remarks by Procurement Agent
- Questions & Answers
- Closing Remarks

III. MEMBERS PRESENT:

The meeting consisted of representative from interested bidders, MCA-Malawi staff, and the Procurement Agent. Please Refer **Annex A** for the Attendance Register of the Pre-Bid meeting. Three bidder representatives participated through the Teleconference but others could not get connected to the lines.

IV. PRESENTATION BY THE PROCUREMENT AGENT:

The procurement Agent Manager informed the participants that they should understand the requirements regarding both the administrative and technical requirements under which the evaluation process would be managed.

Then he advised the bidders that he could only tackle part 1 to 5 of the Bidding Document. Further, the bidder were requested to submit all question in writing. The purpose was to provide guidance to the prospective bidders on how best to manage their bids, in light of the provision of the Bidding Document.

At this point, the PA urged the prospective bidders to note that Bidders are obliged to keep a watch on the MCA-Malawi web site www.mca-m.gov.mw to track the procurement and any addenda and/or clarification that might be issued. The PA would make every effort to inform bidders of any such developments, but bidders were ultimately responsible to regularly check the MCA-Malawi website.

V. COMMENTS/QUESTIONS AND TENTATIVE RESPONSES:

Attendees were then given the opportunity to ask questions on the bidding document from part 1 to 5 and advised to send written clarification question on the technical part of the document. The questions asked during the pre-bid conference appear in **Annex B**. It was clearly mentioned to the participants that only response in writing will be a valid response. In addition to raising these questions bidders were asked to send any further questions, in writing to the Procurement Agent at MCA.MalawiPA@cardno.com. Questions of a technical nature were invited to be submitted to the Procurement Agent, no later than November 20, 2017.

IX. CLOSING REMARKS



The meeting was closed at 16:15 hours by the Procurement Agent Manager who thanked all the participants for their attention, and wished the prospective bidder success.

Annexes:

Annex A: Attendance Register

Annex B: Question & Answers

ANNEXES/ATTACHMENTS:

Annex A Attendance Register at the Quotation and Quotation preparation meeting	 Attendance Register - Dredger.pdf
Annex B Question & Answers	 Pre-Bid Q & A.docx