



MILLENNIUM CHALLENGE ACCOUNT - MALAWI

Minutes of Pre-Bid Meeting

Small Works

Renovation of Archives Storage Facilities at NRS

Ref: PA/MCA-MW/MCC/ERM/ITQ/136/2018

NATIONAL ARCHIVES BOARDROOM

July 4, 2018

I. INTRODUCTION:

The Pre-Bid meeting took place in the Boardroom at the National Archives, commencing at 10 a.m. and concluded at 11:30am, on July 4, 2018

The Invitation to Bid (ITB) preparation meeting opening session was called to order by Enita Tembo, MCA-Malawi's Procurement Specialist. The Specialist welcomed all participants, and requested that they all introduce themselves and complete the 'Attendance Register.' Ms. Evelyn Kachigamba, Chief Archivist gave an oversight of the location of the storage facility.

II. AGENDA:

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

III. MEMBERS PRESENT:

The meeting consisted of representative from interested contractors, National Archive staff and the Procurement Agent. Please Refer Annex 1 for the Attendance Register of the Pre-Bid meeting.

IV. PRESENTATION BY THE CIVIL ENGINEER:

The Civil Engineer and the Principal Archivist welcomed the contractors and showed them around the building that was to be renovated. Contractors were encouraged to put their questions in writing, so that they have a clear understanding of what works are expected to be carried out. The Engineer advised the contractors that the unit of measure for items which were not clear, and type of materials to be used for the renovations will be revised and communicated to the bidders within the bidding period.

V. PRESENTATION BY THE PROCUREMENT AGENT:

The procurement Agent 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 presented an overview of the Invitation to Quote (ITB) Document. The purpose of the presentation was to provide guidance to the prospective bidders on how best to manage their bids, in light of the Instruction to Bid. He elaborated the areas where bidders make regular errors in their quotations and highlighted the essential annexes and documentations to appear in their quotation submission.

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

- ✓ All the Bidder must submit a completed Bid Submission Forms and signed

- ✓ In case of issuance of Addendum and Clarification, please consider the Addendum and Clarification.
- ✓ Submit letter of Authorization (Power of Attorney) in support of person signing the quote.
- ✓ In case of Joint Venture submit Joint Venture Agreement or Memorandum of Understanding at the time of bidding and form Joint Venture at the time of award of the Contract.
- ✓ 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.

VI. COMMENTS/QUESTIONS AND TENTATIVE RESPONSES:

Attendees were then given the opportunity to ask questions on the presentations. These appear in Annex B. It was clearly instructed to the participants that clarifications will only be accepted in written form as will the responses. Clarification are to be sent to the Procurement Agent at MCA.MalawiPA@cardno.com. Questions of a technical nature were invited to be submitted to the PA, no later than July 5, 2018.

VII. CLOSING REMARKS

Ms. Kachigamba concluded by thanking the bidders for their attendance and advised that their presence to inspect the building was to ensure they have a clear understanding of the work requirement.

The meeting was closed at 12:00 hours by the Procurement Specialist 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:

<p>Annex A</p> <p>Attendance Register at the Quotation and Quotation preparation meeting</p>	 <p>Attendance Register .pdf</p>
<p>Annex B</p> <p>Question & Answers</p>	 <p>Q&A.docx</p>

