

**Pre-Bid Meeting on Request for Proposal (RFP) UNDP/RFP/031/2014 for  
 Detail Assessment for establishment of Community Based Early Warning System for the communities of Riu  
 Khola Sub- watershed, Maadi, Chitwan**

**Day and Date** : **Monday, 10 November 2014**  
**Time** : **1500 hrs (Nepal Standard Time)**  
**Venue** : **UN Conference Hall**

A Pre-bidding meeting was conducted at the UN Conference Hall, UN House, Pulchowk, Lalitpur on **10 November 2014**, where the bidders' representatives were present. Following participants from the bidders as well as officials from UNDP were present:-

S.N.	Participant's Name	Organization	Remarks
1	Krishna B. Thapa	IMERC	
2	Hem Raj Neupane	SEEPOR Consultancy	
3	Sajeev Singh	FSCN	
4	Chakra B. Bam	TRACE Nepal	
5	Jyotsana Dhungana	ADAPT – Nepal	
6	Dharmendra Moktan	ECARDS- Dolakha	
7	Rishi Ram Koirala	Full Bright Consultancy Nepal	
8	Santosh Dungana	PSPC	
9	Mr. Deepak K.C.	UNDP/CDRMP, Nepal	
10	Ms. Sibylle Haegler	UNDP, Nepal	
11	Mr. Umesh Gurung	UNDP, Nepal	
12	Mr. Rajendra Lakhe	UNDP, Nepal	

The meeting started with the briefing provided by Mr. Umesh Gurung and Mr. Rajendra Lakhe on the administrative process of the RFP. The bidders were explained as follows:-

- Timely submit the bid within bid submission deadline with proper sealing, marking and obtain bid submission receipt from UNDP.
- Complete the mandatory forms provided in the RFP document such as Section 4, 5, 6 etc.
- Carefully read the RFP document and submit all the qualification documents including "required documents that must be submitted to establish qualification of bidders" as per the DS26 (C.15.1) of the RFP document.

Mr. Deepak K. C. provided briefing on said RFP and the Terms of References of the RFP. There were no such queries/questions from the pre-bid meeting participants that needed to be addressed. However, Deepak K.C. has emphasized again that the proponents must clearly show the expertise along with the specific role for each thematic area of the ToR. Also, it has been stated that the proponents must include all costs (including travel and DSA) in their financial proposal – where applicable.

The information in the RFP document was re-iterated to the bidders for better clarity. It was indicated that the selected service provider has to provide the required service effective 1 week of December 2014.

The meeting was satisfactorily concluded and the participants were informed that the Minutes of the Pre-Bid Meeting will be uploaded at UNDP Nepal websites:  
<http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>.  
<http://procurement-notice.undp.org>


