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**Notes of the pre-bid meeting for RFP/MUS2020/004  
Consultancy Services for the development of Business Continuity Processes (BCP) for  
the Republic of Mauritius**

**Date and time:** Tuesday 04 August 2020 at 10 00 hrs

**Venue:** Zoom platform

Were Present:

SN	Name	Designation	Organisation
1	Mr S. Ramchurn	Head of Environment Unit (Chairperson)	UNDP Mauritius
2	Mrs V. Purdassee	Project Manager – GCF Project (Component 1)	
3	Ms K. Beedasee	Project Coordinator Assistant – GCF Project	
4	Ms Y. Cassimally	Deputy Director	Statistics Mauritius
5	Ms H. Hurry-Balgobin	Systems Analyst	
6	Ms J. Sreekeessoon	Senior Manager	PwC Mauritius
7	Ms V. Moonien	Manager	
8	Mr A. Balooram	Consultant	
9	Mr S. Lakhabhay	Associate	Deloitte Mauritius
10	Mr N. Jaddoo	Consultant	
11	Mr U. Oaris	Consultant	
12	Mr K. Radhakeesoon	Partner	BDO IT Consulting Ltd
13	Ms A. Aumeeruddy	Project Assistant – GCF Project Component 1 (Secretary)	UNDP Mauritius

### 1.0 Opening

The Chairperson welcomed the participants present and led a round of introductions.

### 2.0 Presentation on UNDP eTendering

The eTendering process and method of registration was explained to the participants. Two eTendering video guides on “How to register in the UNDP eTendering system as a Bidder Profile” and “How to Submit a Bid on eTendering” were also presented. The videos may be accessed from the links below:-

1) **Video Guide on How to register in the UNDP eTendering system as a Bidder Profile:**

<https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be>

2) **Video Guide on How to Submit a Bid on eTendering :**

<https://www.youtube.com/watch?v=cy34AXsYMrC&feature=youtu.be>

The participants were reminded to clear their browser every time and were recommended to use the company email instead of their personnel email in case the employee resigned. Potential bidders were informed that the company profile registered should also remain active with regular logins. Otherwise, the profile could be deactivated after 3 months. The participants were informed that the deadline was based on the New York time zone.

The participants were informed that once the bid was submitted, a bid receipt mail with the list of attachments would be sent to the bidder. The potential bidders were reassured on the fact that the eTendering platform was secure and information provided thereon was confidential.

It was highlighted that submission of late bids would not be accepted and that changes would not be allowed after the bid submission. Hence, the potential bidders were advised to start with an early uploading of relevant documents relevant for the bid to avoid last minute issues.

**3.0 Presentation of RFP**

Mrs V. Purdassee gave an overview of the assignment. She went through the objectives, scopes, deliverables, timelines and project institutional arrangements for Lots 1 and 2.

**4.0 Q & A session with potential bidders**

The floor was left to the potential bidders present for any questions they had. It was noted that the queries and replies thereto would be annexed to these notes of meeting and published on the eTendering platform after the deadline for requesting clarifications.

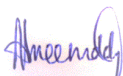
**5.0 Additional information provided**

The participants were reminded that the deadline for submission of queries was Monday 10 August 2020.

**6.0 Closing**

The meeting ended at 11 00 hrs with a note of thanks from the Chairperson.

**Prepared by:**



**Ayesha Aumeeruddy**  
**Project Assistant/GCF**  
**Date: 13 August 2020**

**Approved by:**



**Vichitra Purdassee**  
**Project Manager/GCF**  
**Date: 13 August 2020**