

Meeting Minute – Pre-bid Meeting

Date & Time : Tuesday, 15 February 2022; 14:00Hrs – 16:00 Hrs
 Place : Virtual Meeting Through Microsoft Teams
 Participants : Listed below

SN	Name of Participants	Organization
1.	Mr. Sandeep Pakhrin Lama	AECOR International Pvt. Ltd.
2.	Mr. Udhan Singh Tamang	Interscaff Safety Training Solutions Pvt. Ltd.
3.	Mr. Jyotiram Mishra	Interscaff Safety Training Solutions Pvt. Ltd.
4.	Mr. Bashudev Pandey	Business Promotion Research and Communication Pvt. Ltd.
5.	Ms. Sunila Baniya	SaMi/Helvetas Nepal
6.	Mr. Sushil Linkha	ENSSURE/ Helvetas Nepal
7.	Ms. Lalita Kayastha	SaMi/Helvetas Nepal
8.	Mr. Navin Kumar Jha	SaMi/Helvetas Nepal
9.	Mr. Meen Prasad Shah	SaMi/Helvetas Nepal

Agenda

- Brief introducing on the purpose of invitation for bids.
- Explanation on the clauses of RFP document.
- Clarification on the queries raised by potential bidders.

Details of the queries from the potential bidders during the virtual meeting and responses from SaMi/ Helvetas Nepal

S.N.	Queries	Queries Raised By	SaMi/ Helvetas Nepal Response
1.	Can AC's modify the "contribution by MW"?	Mr. Bashudev Pandey	As per section-3 (ToR): 2. Scope, and implementation modality. The contribution by MW cannot be modified.
2.	Do we need to compulsorily select participants recommended by SaMi/ MRC centers?	Mr. Sandeep Pakhrin Lama	At least 50% from SaMi and 50% from AC's reach OR as per availability of participants that meets the selection criteria
3.	When will the claim be released by SaMi?	Mr. Sandeep Pakhrin Lama	As per section-3 (ToR) : 3. Roles and Responsibilities of SaMi and AC
4.	If any trainee's dropout, will the trainee's cost be payable?	Mr. Bashudev Pandey	As per section-3 (ToR) : 3. Roles and Responsibilities of SaMi and AC

5.	Can we take any commitment from trainees for completion of training?	Mr. Bashudev Pandey	Selection of the candidates to be done efficiently as per section-3 (ToR) eligibility criteria
6.	What type of trainees be incorporated in training?	Mr. Bashudev Pandey	As per section-3 (ToR): 2. Scope, and implementation modality (Eligibility Criteria of the Trainees)
7.	Hard copy of CISRS certificate takes 2 months' time. So, will the payment be delayed till 2 months?	Mr. Udhan Singh Tamang	Soft copy of the certificate provided by CISRS within 10 days of completing the assessment to be submitted for claim.
8.	What is CISRS accreditation?	Mr. Bashudev Pandey	CISRS accreditation refers to CISRS officially recognizing the ACs to perform skills assessment as per CISRS' criteria, with renewal (if available)
9.	What is CISRS audit report? (CISRS audit report is highly confidential. Cannot be given by ACs)	Mr. Sandeep Pakhrin Lama	Will be discussed with SaMi management and the answer will be posted in the Helvetas Nepal website
10.	What is minimum 2 years' experience in CISRS?	Mr. Sandeep Pakhrin Lama	Renewal given by CISRS to ACs for 2 years. Section-2 (ITC), 2.1.4 Eligibility criteria
11.	Clarify about assessor's years of experience.	Mr. Sandeep Pakhrin Lama	Section-2 (ITC) (2.3.9) & Section 3 (ToR) Scope and implementation modality
12.	What is the limitation in proposing number of trainees?	Mr. Sandeep Pakhrin Lama	As per section-3 (ToR): 5. Target
13.	When should the performance guarantee be submitted?	Mr. Sandeep Pakhrin Lama	After ACs are selected and before agreement

Details of the query from the potential bidders received through email and response from SaMi/Helvetas Nepal

S.N.	Queries	Queries Raised By	SaMi/ Helvetas Nepal Response
1	Further to our online meeting yesterday could you kindly provide us further clarifications regarding the points D (valid CISRS accreditation certificate) and F (latest CISRS audit report) under Section 2 (2.1 General Provision) sub section 2.1.4 Eligibility criteria.	Mr. Sandeep Pakhrin Lama	Both the documents mentioned in D & F in Section 2 (2.1.4 Eligibility criteria) are the mandatory documents . Failure to submit both the documents will disqualify the bidder for technical assessment. D – is the accreditation certificate provided by CISRS to conduct the assessment F – is the audit report (physical verification report) of ACs verified by CISRS to award accreditation.

