



MINISTRY OF RURAL DEVELOPMENT  
CAMBODIA SOUTHEAST ASIA DISASTER RISK  
MANAGEMENT PROJECT II

## **MINUTES OF PRE-BID MEETING**

(Improvement of 17 Roads 154.1 Km in Kampong Speu, Kampong Chhnang, and Pursat Provinces. Ref No.: MRD-CDRM2-ICB-RW-02)

Date : 27<sup>th</sup> June 2024, 02:30 a.m.

Place : CSADRMP-II Meeting Room, Ministry of Rural Development

**Project Team:** Mr. TEANG Chhayheang, Project Manager, Chairman  
Mr. BUN Kheang, Procurement Officer, Secretariat  
Mr. Ek Sivhap, Procurement Assistant, Member

**Bidder's Representatives: 11 Representatives**

### **Agenda:**

1. Introduction
2. Acquaintance with Tendering Procedure/Process/Bidding Document
3. Questions and Answer

### **Introduction**

The Project Procurement Team welcomed all bidder's representatives and introduced the agenda items after Bidders collectively signed on Bidder Information and Attendance Sheet. The Project Procurement Team highlighted the Pre-Bid Conference aims at providing Bidder of convenient information and enhancing the competitive nature of the bidding process. Every piece of information edges bidder closer in preparing responsive bid.

### **Acquaintance with Tendering Procedure/Process/Bidding Document**

Procurement Team summarized the composition of Bidding Document, and highlighted significant sections including in the Bidding Document as followings:

- a. The need to complete and submit the required documentation as per instruction was emphasized.
- b. The need to stamp and sign every page as acknowledgement that each has been read and understand was emphasized.
- c. The need to present and maintain relevant legal registrations.
- d. Bid Security amount and its relevant information was emphasized.

- e. Closing Date was presented by Procurement Team exactly the same as stated in the Bidding Document.
- f. Validity of Bid and its probable extension.
- g. Clarification Request which may be accessed by bidder is [camdrm2.mrd@gmail.com](mailto:camdrm2.mrd@gmail.com)
- h. Bidder shall study and understand solicitation documents, inclusive the technical specification, drawing, BOQ (including Tax) and Condition of Contract.

**Questions (Q) and Answers (A):**

Questions by Representatives of Bidders	Answers provided by Project Team
<ul style="list-style-type: none"> <li>- Shall the Site Visit be arranged with the help of the Project and Provincial Department of Rural Development?</li> </ul>	<ul style="list-style-type: none"> <li>- The Project will only provide the maps and coordinate for Contractors to visit the site.</li> <li>- Please Refer to Clause ITB 7.2 and 7.3 in Section 1- Instruction to Bidders for more information.</li> </ul>
<ul style="list-style-type: none"> <li>- Can Bidders Bid for all 4 Lots or just 1 individual Lot</li> </ul>	<ul style="list-style-type: none"> <li>- The Bidder is allowed to either bid for all Lots or just one lot.</li> </ul>
<ul style="list-style-type: none"> <li>- Regarding the IPC, we need further explanation on why the Interim Payment Cost is only 3%</li> </ul>	<ul style="list-style-type: none"> <li>- The minimum is 3% not maximum. Ideally, the Project would prefer if the percentage is higher so the payment sum is easier to pay out.</li> </ul>
<ul style="list-style-type: none"> <li>- Is it mandatory that the Financial Audit Report can only be from 2020 through 2022? How about 2023?</li> </ul>	<ul style="list-style-type: none"> <li>- Follow the digit stated in the issued RFB.</li> <li>- Refer to Section III- Evaluation and Qualification Criteria: A. Qualification: 3.1: Financial Capabilities: (iii)</li> </ul>
<ul style="list-style-type: none"> <li>- Can Insurance companies provide the Bid Security?</li> </ul>	<ul style="list-style-type: none"> <li>- Refer to ITB 19.1 of Section II- Bid Data Sheet</li> </ul>
<ul style="list-style-type: none"> <li>- Regarding DAAB, do we need to provide our own Adjudicator?</li> </ul>	<ul style="list-style-type: none"> <li>- Refer to ITB 11.5 of Section I- Instruction to Bidders.</li> <li>- Refer to Sub-clause 21.2 of Section IX- Particular conditions of contract: Part B. Special Provisions</li> </ul>
<ul style="list-style-type: none"> <li>- May you clarify the clause regarding the expiration date of the Bid Security validity?</li> </ul>	<ul style="list-style-type: none"> <li>- Please refer to ITB 18.1, ITB 18.2, and ITB 19.3 in Section I: Instruction to Bidders. In short, the Bid Security is valid till 30 days beyond validity of Bid.</li> </ul>
<ul style="list-style-type: none"> <li>- How many copies of bid will be submitted to the project on submission date?</li> </ul>	<ul style="list-style-type: none"> <li>- With reference to bidding documents ITB 21.1, the bidders will be required to submit 1 original and 1 copy along with USB of its soft-copy. It is two-envelope bidding procedure, the bidders shall submit the technical and financial proposal in separate envelop.</li> </ul>

The Meeting was closed on the same date at 03:30 p.m. No further questions were entertained.

Recorded By:



Bun Kheang  
Procurement Officer

**Project Team:**



**TEANG Chhayheang**  
Project Manager  
Chairman

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**MINISTRY OF RURAL DEVELOPMENT**  
**CAMBODIA SOUTHEAST ASIA DISASTER RISK MANAGEMENT**  
**PROJECT II**

**PRE-BID MEETING**  
**ATTENDANCE SHEET OF PROJECT TEAM**

Venue: MRD/CSADRMP-II Meeting Room, Ministry of Rural Development  
Date: 27<sup>th</sup> June 2024, 02:30 p.m.  
Agenda: (As in Minutes)

NO.	NAME	POSITION	SIGNATURE
1	Mr. TEANG Chhayheang	Project Manager/Chairman	
2	Mr. BUN Kheang	Procurement Officer/Member	
3	Mr. EK Sivhap	Procurement Assistant/Member	
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