

## NOTES OF MEETING

### Pre-Bid Meeting re: Provision of ICT Equipment and PPE tools for National Disaster Management Agency (NADMA) - MALAYSIA

04 May 2021 –10:30AM

#### Attendees:

Name	Title	Organisation
<b>Agustina Tnunay</b>	- P&R Officer	AHA Centre
<b>Halanson Roy Simanjuntak</b>	- Logistics Officer	AHA Centre
<b>Rani Rahmania</b>	- Procurement Officer	AHA Centre
<b>Jommel Merano</b>	- NLO, Philippines	AHA Centre
<b>Ms Murni Mat Amin</b>	- Principal Assistant Director (Ops)	NADMA
<b>Mr Mohammad Idzwan Fitri bin Mustapa</b>	ICT Technical Officer	NADMA
<b>Khairil Latiff</b>	- Project Director	iKenanga Technology Sdn Bhd
<b>Azmi b ramatali</b>	- Project Manager	Pernigaan bekalan abadi sdn bhd

S/N	Item	Action by
1	<b>Call to Order</b>	
1.1	<ul style="list-style-type: none"> <li>• The meeting started around 10:35 AM</li> <li>• Mr. Halanson Roy Simanjuntak had his opening remarks and conducted a roll call and introduction of attendees.</li> </ul>	<i>For info</i>
2	<b>Instruction to Bidders</b>	
2.1	Ms. Rani read and presented the content of the tender document to all the attendees and explained carefully with detail articles by articles.	
3	<b>Technical and Commercial Specifications</b>	
3.1	Ms. Rani Rahmania explained carefully the technical descriptions of the ICT equipment and PPEs tool.	
4	<b>Appendix 2 to 5</b>	
4.1	Information under the above-mentioned Appendixes were discussed by Ms. Rani Rahmania.	
5	<b>All attendees were agreed with all the discussion The meeting adjourned at 11.27 AM</b>	

6	Question and Answer	
6.1	Khairil Latiff , Project Director of iKenanga Technology Sdn Bhd	
	<p>- Page #6: in regards sending the password of the Offer to AHA Centre; is it sent by email or are you going to call to get the password later?</p> <p><b>AHA Centre:</b></p> <p><i>The password can be sent by the prospective bidder on the date of tender opening which 09.00 – 10.00 hrs or if the AHA Centre does not receive any password to open the offers of the prospective bidder, AHA Centre will send email to requiring the password by 10.00 hrs</i></p> <p>- Page#6 items 7.2 – Content of Tenders point #2. D: Statement of Satisfactory Performance from the top 3 (three) clients in terms of Contract Value during the past 3 (three) Years (2019 – 2021) Is there any additional form that need the customer feedback or we just filled up the Appendix 3 for this statement of the client?</p> <p><b>AHA Centre:</b></p> <p><i>The prospective bidder just fills up the form provided by the AHA Centre on the Appendix 3: Supplier Questionnaire and submit together the certification/letter statement from your customer as a proof. There is no any specific form to be filled out required on this tender document.</i></p> <p>- Page#9: Delivery time, basically we are much concern with this requirement which will be provided the goods within 21 days after signing the contract. Unfortunately, in Malaysia, to be specific during this pandemic, all the computer goods, minimum commitments by the principle, it takes to supply from 10 – 16 weeks and we do not think that we are able to commit in 21 days for the delivery, so is there any option for that?</p> <p><b>NADMA:</b></p> <p><i>This is for NADMA, the laptop and the usage of all those items on the tender is actually is for the PKRC (Pusat Kuarantin dan Rawatan Risiko Rendah COVID-19) in Malaysia, and the needed is critical, so it is important to meet the timeline. We do understand on normal basis /normal delivery needs some weeks but somehow for this such of urgent and critical need, it is important to have the laptop as soon as possible and respect the delivery time required on the tender document</i></p>	The Bidders

		<ul style="list-style-type: none"> <li>- Can we provide something like loaning while we are waiting the actual goods come to the site? Is there any option like that?</li> </ul> <p><b>NADMA:</b></p> <p><b><i>It is possible to have the loan equipment while waiting the actual goods arrived on site but the spec should be the same as required on the tender document.</i></b></p>	
	6.2	<b>Azmi b ramatali, Project manager, Pernigaan bekalan abadi sdn bhd</b>	The Bidders
		- No question and all are clear	

Vetted by:

<i>Halanson Roy Simanjuntak</i>	<i>DELSA Logistics Officer – AHA Centre</i>	
<i>Rani Rahmania</i>	<i>Procurement Officer</i>	
<i>Ms Murni Mat Amin</i>	<i>Principal Assistant Director (Ops)</i>	

<Circulated to members for inputs/information>