



**Government of Liberia  
MILLENNIUM CHALLENGE ACCOUNT LIBERIA**

**PRE-QUOTATION MINUTES FOR THE**

**Procurement of**

**SUPPLY AND DELIVERY OF WOOD POLES FOR OVERHEAD POWER  
AND TELECOMMUNICATIONS LINES FOR LIBERIA ELECTRICITY  
CORPORATION**

**(RFQ: Ref: 4A430/EP/002)**

**November 22, 2018, 2:30 pm, Meeting Room 402, 4<sup>th</sup> Floor, MCA-Liberia Office**

**Present:**

<b>Bidders' Representatives (Attendance Register attached)</b>		<b>Annex -1</b>
<b>Procurement Agent (PA) and LEC</b>		
<b>Name</b>	<b>Designation</b>	<b>Entity</b>
• Sreekant Baathuku	Senior Procurement Specialist	MCA-L, PA
• Paschal Buckley	ED, Transmission & Distribution	LEC

**A. Introduction**

The PA's Senior Procurement Specialist of MCA-Liberia welcomed the participants for the pre-quotation meeting and requested all to introduce themselves. After self-introduction, MCA-L PA informed that queries related to RFQ will be answered by the PA and LEC and made a presentation on the requirements of RFQ.

**B. The Purpose, Scope and Context of the Meeting**

The Purpose of the meeting was to explain and provide clarifications on the RFQ requirements as well as technical issues with respect to the RFQ document for **Supply and Delivery of Wood Poles for Overhead Power and Telecommunications Lines for Liberia Electricity Corporation**.

It was made clear to the bidders that though MCA-L provides answers verbally during the pre-bid meeting, they were strongly advised to request and submit all their queries for clarification in writing by 23 November 2018. MCA-L will send their written responses to all queries by 28 November 2018.

### **C. Overview of the RFQ**

The Senior Procurement Specialist, Procurement Agent, briefed the participants on the important points in the RFQ and explained the quotation evaluation criteria. Suppliers were advised to read the RFQ carefully and prepare their quotations for submission accordingly. No quotation submission will be allowed after the deadline (December 07, 2018 at 3:00pm). The PA informed that the quotation price shall be at CIF to the Port of Monrovia and shall include freight, insurance and all other costs up to the destination port. PA also stressed on the requirement of delivery dates and stated that deviation to the delivery will result in non-responsiveness. On technical requirements, PA informed the suppliers that they should submit filled in Technical Schedules along with quotation submission form complying with the technical specifications.

After the presentation, prospective suppliers were asked whether they had any queries or concerns on the quotation procedures and technical specifications, to be answered by Procurement Agent (PA) and Representative from LEC, respectively.

### **D. Question & Answer Session**

Some of the important queries on the RFQ requirements were:

- a. Manufacture's authorization; what if the bidder is manufacturer?
- b. What is the criteria, if poles are elliptical
- c. Life of Poles
- d. Preservative Treatment to Poles

The PA informed that if the bidder is a manufacturer, then he/she should demonstrate that they are manufacturer and need not submit Manufacture's authorization.

On the technical specifications, Paschal, ED, Transmission and Distribution, LEC, provided responses to the technical questions that were asked by the prospective suppliers. On ellipticity of poles, it was clarified that tolerances for acceptance were indicated in the specifications. The suppliers were informed that life of poles and details on preservative treatment will be mentioned by manufacturer and the suppliers need to provide the same in detail along with the quotation.

Finally, the suppliers were asked to submit their queries in writing for MCA-L to respond with clarity in writing by November 28, 2018.

### **E. Closing Remarks**

The PA Senior Procurement Specialist requested suppliers to read the RFQ carefully and submit responsive quotations accordingly. He then thanked the participants for attending the meeting and those attended through WebEx as well.

Attachment:

- **Annex 1 – Attendance Register (including Webex participants)**

**Annex 1**  
**Attendance Register**



ATTENDANCE REGISTER

Pre-Quotation Meeting

4A430/EP/002

Procurement

of

SUPPLY AND DELIVERY OF WOOD POLES FOR OVERHEAD POWER AND TELECOMMUNICATIONS LINES FOR LIBERIA  
ELECTRICITY CORPORATION

Date: November 22, 2018, at 2:30 pm

#	NAME	ENTITY	POSITION	E-MAIL	PHONE	SIGNATURE
1	Elikem Doh	Willkie Engineering Limited	Technical Market Engineer	doelikem@willkieengineering.com	088 161 7886	
2	Pascha Buekiet	LEC	Executive Director - T&D	pobuekiet@ec.liberia.com	07702 88432	
3	Joseph T. Mayah	EM & Inc.	Technical Manager	tambayah@eml.com	0886511944	
4	Sreelaxa Baathina	SPS, PA, MCA-L	SPS			
5	Jeffrey Anderson	MIWOK Construction				Attended through webex