



12/07/2023

PRE-BID MEETING FOR RFP 23-5325 – Shuttle or Taxi Services for SPC’s MRO in Pohnpei, FSM.

Details:

Date and time:	05/07/2023 at 9.30am – 10.30am Pohnpei Time
Location:	MRO office Pohnpei and virtually on Teams
Attendees:	<ul style="list-style-type: none"> - SPC Suva regional office Procurement team - SPC Micronesia Regional Office representatives - Warren Ching – Island Services - Aspen Apis – North Pacific Maritime Services

Clarifications:

- **Mandatory requirements**

Ensure that the bidders are submitting the mandatory documentations as per the RFP document clause 2.2 and 4.1 (Annex 1 – 5). Ensure that Annex 1-4 needs to be emailed separately whereby Annex 5 will be sent in a different email ensuring that it is password protected.

Guideline to password protection of word document:

File ➡ Info ➡ Protect Document ➡ Encrypt with Password ➡ Enter Password

- **Clarifications deadline**

All clarifications are open till 12th July 2023, hence any clarifications and requests will be forwarded to procurement email: procurement@spc.int whereby all the responses will be posted on the SPC website and the same will be notified to the bidders via email.

- **Timelines for commencement of service**

The timelines and targeted date of commencement of services will be by August 2023.

- **Police clearance requirements**

The police clearance can be sought by the bidder once SPC has notified the successful bidder on the award of the contract. The final contract will be dependant on it.

- **Addition to financial proposal**

The bidders can amend and add their proposals-additional services however ensuring that all mandatory requirements, fees and etc are covered by the bidder as SPC would not be able to pay for any additional fees once the proposal has been submitted. Bidders to specify in their financial whether a flat rate or a daily fee (adult and kid rates...) will be charged hence, it is recommended to have all fees and cost added as SPC will not pay anything additional cost.



- **Required Service**

Services for SPC will be provided upon request. When company vehicles are not engaged for SPC requests, the company may use their vehicles for other purposes.

- **Types of Vehicles**

Bidders to elaborate on the type of vehicles that will be utilized for the service (for short run and long run, type and the capacity of passengers). Possibility of additional non recurrent services such full higher capacity vans should be informed of.

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