# SITE VISIT AND PRE-BID MEETING MINUTES

PROVISION OF INTERNET SERVICES - ADB/RFP/CORW/2021/0016

<table>
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<tr>
<th>April 05, 2021</th>
<th>15:00hrs</th>
<th>VIRTUAL MEETING SESSION</th>
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<tr>
<td>Meeting Called by</td>
<td>AFRICAN DEVELOPMENT BANK-CORW</td>
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**Agenda:** Site Survey & Pre-Bid meeting

- Site Survey - The Potential Bidders were taken for a site survey to the New Office premises
- Rwanda Country Office
- BPR-PCD Towers
- 9th & 10th Floor
- Nyarugenge-District
- Kigali-Rwanda
- P.O BOX 7329
- Tel: 00 (250) 50 42 50/97 Fax: 00 (250) 50 42 98

The areas covered in the virtual meeting included the following.

- Introduction Participants
- Questions and response raised during the site visit
- Concluding remarks from AfDB Team.

## Questions and Responses

1. **The Potential Bidders requested clarification on which forms are to be completed.**
   
   The AfDB Team encouraged the potential Bidders to read the Request for Proposal (RFP) document and clarified that the forms to be completed are attached to the RFP under **Annex IV**.

2. **Is the form under Appendix G entitled “Technical Evaluation” to be completed?**
   
   No. This is a form which provides Bidders with information on how the technical analysis and scoring will be assigned.

3. **Are the Bidders expected to complete the RFP and submit the completed RFP document as their bid?**
The AfDB Team encourages the potential Bidders to read the RFP thoroughly and understand the requirements and thereafter complete the forms as referenced under 1 above, as well as provide any other information which may be required under the RFP. A “Word” of the form will be made available to Potential Bidders.

Concluding remarks by AfDB Team
Bidders were reminded not to combine the technical and financial proposals. The financial proposals should be password protected. But the password should not be submitted until requested by the Bank through the Bank e-mail RDGE_Tender@afdb.org. This information is indicated in Amendment 01 of the RFP.

The Bank emphasized to bidders on the importance of adhering to bid deadline date and time.

The Bank Team thanked all Bidders for their active participation and the meeting was adjourned at 4:00pm after no other questions were submitted.