



# *Mekong River Commission*

## **Office of the Secretariat**

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## **MINUTES OF INFORMATION MEETING AND SITE VISIT**

**Project:** MRCS Office Layout and Design  
**Ref:** RFP17-064  
**Venue:** MRCS Office in Vientiane, Lao PDR  
**Date:** 16 June 2017, 8:30AM

Attending representatives of the MRCS/Administration Division:

Mr. Naruepon Sukumasavin, Director  
Ms. Nguyen thi Thanh Huong, Procurement and Contract Officer  
Mr. Oukhamsavanh Dita, Maintenance Supervisor  
Mr. Saichanh Vangmailee, Procurement and Contract Assistant

### **Key Information**

The Director made a brief presentation of MRCS organization, structure and provide background of its building in Vientiane and also general requirement to redesign the office to be friendly environmental, energy saving and modern. Bidders were also reminded about following key dates concerning the tender:

- Deadline for submission of the tender is 3PM Friday 30 June 2017 at MRCS Office in Vientiane. The bidding documents can be sent by e-mail to [procurement@mrcmekong.org](mailto:procurement@mrcmekong.org).
- Deadline for sending clarification request is Monday 19 June 2017. Additional Information (if any) will be posted on MRC website from the 23 June 2017.

### **Site Visit**

After the information meeting, bidders' representatives had visit the MRCS Office compound under the guidance of the technical staff.

Annex 1 – Responses to bidders' questions on the site  
Annex 2 – Attendance record

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**ANNEX 1**  
**RESPONSES TO BIDDERS' QUESTIONS**  
**DURING THE INFORMATION MEETING**

<b>Ref</b>	<b>Question</b>	<b>Response</b>
1	What is the duration of the Design and Tender dossier preparation?	3 months
2	What is the expected development of MRCS?	MRCS is expected to be reduced from now on. In 2020, the total fixed term staff and consultants is about 70; in 2030, the number should be 50.
3	Can we have a copy of the as build drawings?	MRCS will contact with the firm who designed the building to have a set of as build drawings ASAP.
4	The concept design will take about 1 month. Is it possible to extend the submission period to mid July 2017	Yes, we will request to extend the submission deadline to 17 July 2017.

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**ANNEX 2**

**ATTENDANCE RECORD**

