



ROAD DEVELOPMENT AUTHORITY

Blue Tower, Level 8, Rue de L'Institut Ebène

Minutes of Pre - Conference meeting

Erection, display, maintenance, and management of Totem structures located along or visible from Classified Roads

Procurement Reference No.: RFP/RDA/18/08/03

Date: Wednesday, 16 August 2023

Time: 10.00 hrs.

Venue: Road Development Authority Head-office, Conference room, 6th Floor, Blue Tower, Rue de L'Institut, Ebène.

(1) Attendance:

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|----|-------------------------------------|--------------------|------------------|
| 1. | Mr. R. Jugoo (<i>Chairperson</i>) | Divisional Manager | Road Development |
| 2. | Mr. U. Kedoo | Ag. Manager | Authority |

Two prospective bidders were present, namely:

3. Mrs. Doris Clark, from Creative Advertising Bureau Ltd; and
4. Mr. James Julie

(2) Introduction:

- The Chairperson opened the meeting and welcomes all present.
- The Road Development Authority intends to appoint a National Agency to erect, display, maintain and manage directional panels on identical Totem structures located, along or visible from Motorways and Main Roads.

- The start date for the Services will be one month following the contract's signature, and the contract's length will be for a period of three years.

(3) Presentation

- The Chairperson gave a PowerPoint presentation of the project on the following topics:
 - (a) Scope of Services;
 - (b) Documents to be submitted;
 - (c) Technical Proposal;
 - (d) Financial Proposal;
 - (e) Validity of Bids; and
 - (f) Submission of Bids.
- All potential Bidders were advised that during the execution of the contract, the selected Agency shall erect a minimum of 50 new totem structures per face, every six months intervals.

Furthermore, the totem structures shall be constructed in line with the provisions of established Guidelines, and all illegal directional & indicative panel, signages and totem structures shall be removed within the contract duration.

- The prospective Bidders were further apprised that the selected Agency shall ensure regular and timely payments of all amounts due to the RDA.
- The prospective Bidders were advised to submit all clarifications, if any no later than 14 days prior to the date for submission of Bids.

(4) Queries & Replies

Query No.	Prospective Bidder/s	RDA Reply
1.	Query regarding the availability of officers to conduct site visits prior to erecting totem structures.	Prospective Bidders were informed that the project will be managed and supervised by a project team.
2.	Query regarding the existence of (i) legal directional & indicative panels, signages and totem structures, (ii) illegal directional & indicative panels, signages and totem structures and (iii) the new totem system	Unless otherwise instructed by the RDA, any legal and illegal directional and indicative panels, signs, and totem structures located along or visible from Classified Roads should be removed before the completion of the project.
3.	Query regarding payments timelines.	The prospective Bidders were informed that only the amount payable to the RDA shall be effected at latest by June 2024, December 2024, June 2025, December 2025, June 2026 and December 2026, respectively.
4.	Query regarding whether Columns C and D are mandatorily to be filled.	Columns C, D, & E of the Financial Proposal are mandatory to be filled. Failing to fill same, will result in the Financial Proposal being deemed as non-responsive.
5.	Query regarding the availability of road reserves.	The RDA will handed-over road reserves as when required to the selected Agency. For privately owned, the consent of the landowner should be sought.
6.	Query whether a specific company's products, services, and phone	The prospective Bidders were informed that only the name, logo, and location with directional sign of

Query No.	Prospective Bidder/s	RDA Reply
	number may be displayed on the totem constructions.	a company, entity, etc., should be displayed on the totem structures.

(5) Conclusion

The Chairperson thanked everyone for their presence and the minutes of meeting will be uploaded on the website of the RDA for information.

The meeting ended at 11.15 hrs.