



Pre-bid Meeting Minutes

Pre-Bid Presentation for Shopping Procurement:

Graphic Design Services for MCA-Kosovo– Ref. No 24-3016

Date: June 24, 2024

Time: 10:00 (Virtual)

Meeting Participants:

from MCA-Kosovo

Drilon Potera: MCA-Kosovo Procurement Specialist

AzureAD

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AzureAD\DrilonPotera
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Besa Shala Malazogu – Procurement Agent Procurement Specialist

From the interested offerors:

1. Trembelat,
2. Karrota ADS, Prishtine.
3. Envinion
4. Asixon
5. Red Mill Agency

Meeting Summary

The Pre-Bid Conference for the procurement of Graphic Design Services for MCA-Kosovo– Ref. No 24-3016 was held on June 24, 2024, at 10:00 local time and was conducted virtually. This procurement was openly advertised in local media and at MCA-Kosovo website.

All companies that requested and received the Request for Quotation (RFQ) dossier were informed about the pre-bid conference, but only five companies participated in the meeting.

The meeting started on time with the presence of these five offerors. The purpose of the Pre-Bid Presentation was to provide detailed guidance and advice on how to submit a successful offer for the referenced procurement. The Power Point presentation was presented and explained by the Procurement

Agent (PA) during the meeting and this is attached to the minutes for the general information of all other companies.

During the Pre-Bid Conference, the following questions were received from some offerors:

Question	Answer
Can we submit the dossier via email or only through Pcloud?	It was explained by the PA that the offer including all other required documents, should be uploaded only through Pcloud already provided in the RFQ.
Does the offer require to be stamped?	While in the majority of the procurements the offerors are required to stamp the Quotation submission form, for this specific RFQ 24-3016, the stamp is not mandatory. However, it must be signed by the Authorized Representative.

It was reminded by the Procurement Agent that clarifications requested by the companies will be responded by MCA-K until the deadline of June 27, 2024.

The meeting adjourned at 10:35 am, June 24, 2024.



Pre-Bid
Presentation - Graph

The meeting was held online, the Power Point Presentation is attached.

Prepared by MCA Procurement Agent.