



Commonwealth of Dominica

**Ministry of Public Works, Public Utilities, and
Digital Economy**

Caribbean Digital Transformation Project

**Development, Establishment and Adoption of a
Digital Signature Framework**

DM-MPWDE-306476-GO-RFB

MINUTES OF PRE-BID MEETING

Roseau

January 10, 2023

Date: January 10, 2023

The meeting was held via Zoom using the following address:

<https://us02web.zoom.us/j/86733116854?pwd=Wi9SS2I2cEtoQ3BpWGhxKy9IOHdsUT09>

The pre-bid meeting commenced at 10:00 a.m. (Eastern Caribbean Time). It was chaired by Mr. Oscar Seaman, Procurement Specialist, who welcomed the prospective Bidders to the meeting. Mr. Seaman also introduced the Caribbean Digital Transformation – Project Implementation Unit team members and also the representatives of the Project Implementation Support Consultant (PISC) - AARC Ltd in joint venture with Primus Partners Pvt Ltd. The PISC team provides general support to the PIU in the implementation of the Caribbean Digital Transformation Project.

Pre-As introduced by the Procurement Specialist, present on the call from the PIU and PISC were:

Dr. Jermaine Jewel Jean-Pierre	- Project Manager
Ms. Elizabeth Hill	- Financial Management Officer
Ms. Karren Winston	- Administrative Assistant
Mr. Oscar Seaman	- Procurement Specialist
Mr. Amit Das	- Team Lead – PISC
Thomas Burola	- Procurement and Contract Management Expert

Mr. Seaman also extended an invitation to the prospective Bidders to introduce themselves (see Attachment II – list of prospective bidders).

Following the introduction, Mr. Seaman shared the pre-bid meeting agenda.

1. Welcome
2. Introductions
3. Procurement Requirements
 - Bidding Procedures – Instructions to Bidders
Data Sheet
4. Dates to Remember

Actions	Scheduled Date
Request for Bids Issued	Thursday – 22 December, 2022
Pre-Bid Conference	Tuesday – 10 January, 2023
Clarification Deadline	Tuesday – 17 January, 2023
Submission Deadline	Tuesday – 7 February, 2023

Mr. Seaman, Procurement Specialist, presented on the procurement requirements after which, the participants were given an opportunity to ask questions. (Attachment II).

The queries from the participants were heard, however, the chair requested that the participants submit the queries in writing.

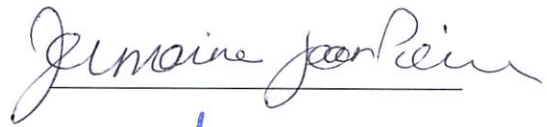
The meeting was informed that the pre-bid meeting minutes will be sent to all the Bidders who have expressed interest in the procurement activity.

The list of prospective Bidders who attended the meeting is attached (Attachment II).

The meeting ended at 10:42 a.m. (Eastern Caribbean Time).

Caribbean Digital Transformation Project – Project Implementation Unit Pre-Proposal Meeting Team:

Dr. Jermaine Jewel Jean-Pierre – Project Manager



Ms. Elizabeth Hill – Financial Management Specialist



Mr. Oscar Seaman – Procurement Specialist



Karren Winston – Administrative Assistant



ATTACHMENT I - QUESTIONS AND ANSWERS

Question (Q) 1: Will responses to request for clarification be shared to all firms expressing interest in the procurement?

Answer (A) 1: Responses to request for clarification will be shared to all firms expressing an interest

Q2: Is the track only for Lot 2?

A2: The track is only for Lot 2.

Q3: With regards to posting for Lot 1, is it necessary to provide the cloud with the pricing?

A3: Yes, it is necessary to do so.

Q4: Do firms need to include hosting charges in the quotation?

A4: Submit a request for clarification with this question and a response will be provided.

Q5: Is there a specific format for submitting the quotation?

A5: Kindly submit request for clarification in this regard.

Q6: With respect to the shortlisted firms, will there be a need for oral presentations/demonstration?

A6: Oral presentations/demonstrations are not requirements of the World Bank.

Q7: Will the successful bidder use the HSM of the Government of Dominica or is it necessary to include an HSM box in the proposal?

A7: Please submit a request for clarification in this regard and the information will be provided.

Q8: There seems to be a disconnect between the expected duration of contract and the breakdown in weeks in the implementation plan. Will the project implementation schedule needs to be reviewed by the PIU?

A8: The observation is noted and a comparison will be carried to provide the correct information.

ATTACHMENT II – SCHEDULE OF ATTENDEES
Caribbean Digital Transformation Project - Dominica
Implementation Support Consultant
DM-MPWDE-200492-CS-QCBS

Date: September 23, 2021

#	Representative's Name	Consultant's Name	Signature
1.	Ashish Chatterjee	Protean eGOV Technologies Ltd	via Zoom
2.	Vilas Ravirala	Protean eGOV Technologies Ltd	via Zoom
3.	Amit Koul	Protean eGOV Technologies Ltd	via Zoom
4.	Sanjay Rakshit	Protean eGOV Technologies Ltd	via Zoom
5.	Ranjit Saraf	Protean eGOV Technologies Ltd	via Zoom
6.	Joanna Robinson	PricewaterhouseCoopers	via Zoom
7.	Chanice Abraham	PricewaterhouseCoopers	via Zoom
8.	Hugh Thompson	PricewaterhouseCoopers	via Zoom
9.	Debdas Chakraborty	PricewaterhouseCoopers	via Zoom
10.	Michael Dann	PricewaterhouseCoopers	via Zoom
11.	Justin Murray	PricewaterhouseCoopers	via Zoom
12.	Anupam Banerjee	PricewaterhouseCoopers	via Zoom
13.	Azizur Rahman	PricewaterhouseCoopers	via Zoom
14.	Kevin Cambridge	PricewaterhouseCoopers	via Zoom
15.	Zia Paton	PricewaterhouseCoopers	via Zoom

ATTACHMENT III – TECHNICAL AND PROCUREMENT PRESENTATIONS

The Technical and Procurement presentations can be accessed by clicking on the links below: are available at shared below.



Pre-Bid
Meeting-DSDMSJan

THE ABOVE PRESENTATIONS ARE NOT PART OF THE REQUEST FOR PROPOSALS AND ARE PROVIDED FOR INFORMATION PURPOSES ONLY. IN CASE OF ANY DISCREPANCIES BETWEEN THE REQUEST FOR PROPOSALS AND THE PRESENTATIONS, THE FORMER SHALL PREVAIL.