Metro Express Ltd Meeting Record



Meeting/subject	Pre-Bid Meeting/ Shuttle Services (Procurement No: MEL/ONB/SS/20/21)	Date	20 September 2021
		Time	09:30 - 10:30
Venue	MEL Office, Level 3, SICOM Tower, Ebene	Recorded by	U.KUSRUTSING

1.1. T	Welcome Address The Project Manager and staff of MEL welcomed all the representatives of the different companies.		
1.2. N	The Project Manager and staff of MEL welcomed all the representatives of the different companies.		
(MEL informed that an Request for Proposal (RFP), based on a Memorandum of Understanding (MoU) which was signed between the National Land Transport Authority (NLTA) and the Ministry of Land Transport and Light Rail (MLTLR) was launched for the procurement of shuttle services to provide first-mile and last-mile connectivity to its stations at Quatre-Bornes.		
s f	Moreover, MEL stated that it is looking for a long-term partner to operate a viable, effective and efficient shuttle service which will allow MEL to extend this system throughout its network. The bidder should provide innovative and flexible solutions to its proposals and shall be able to adapt to the changes that MEL together with NLTA & MLTLR may make to the system to make it more efficient and effective.		
	MEL also informed that the purpose of the pre-bid meeting was to take any query from the bidders and create a platform for the bidders who are interested in forming a joint venture.		
2. (Overview of the Bidding Exercise		
2.1.	MEL gave an overview of the bidding exercise as hereunder:		
	> The Employer is: METRO EXPRESS LTD		
	The type of the bidding process is: Open National Bidding		
	> The name of the bidding exercise is: Request for Proposal for Procurement of Shuttle Services		
	The scope of the services was summarised.		
	> Duration of Contract: Pilot Scheme of 6 months (renewable after 6 months based on feasibility)		
	Bid submission: One Original and One Copy in one Envelope and One Softcopy Version		

CONFIDENTIAL

ltem	Discussion Shuttle Presentation A presentation on the shuttle service was carried out which covered the following topics:		
3.			
3.1.			
	1.	Background	
	2.	Memorandum of Understanding (MoU)	
	3.	Route Itinerary	
	4.	Request for Quotation	
	5.	Pre-Bid Meeting	
	6.	Joint Venture (JV)	

4. Queries

4.1.

1. The following queries were received from bidders during the pre- bid meeting with the replies thereof are as follows

SN	QUERY	REPLY
1	Will the bidder be eligible to apply for the RFP using a receipt for the application of a certificate of morality?	Yes, the bidder is eligible to apply using a receipt for the application of a certificate of morality. However, the bidder will be required to present the certificate of morality to MEL before the 22 nd November 2021.
2	As stated in the RFP, the bidder is allowed to charge a fare of Rs 15 to any person using the service. Can the service provider charge more or less	No, the fare is currently fixed at Rs15. However, since this is a pilot project, the fare may be adjusted during the 6 months period after thorough assessment and NLTA's approval. The successful service provider may also propose an adjustment of fare
	than the fare stated above?	to MEL for consideration during operations.
3	At what stage of the bidding exercise shall the bidder present its fare collection mechanism?	The bidder should describe his fare revenue collection mechanism as part of his operational plan in his proposal (bid document).
4	Will the flat fare of Rs 15 be shared between the Service Provider and MEL?	No, the service provider will retain all the fare revenue collected.
5	What will be the operating hours of the shuttle service?	The shuttle service shall operate from 6AM to 6PM. However, the operating hours may be amended during this pilot period to optimise the service provided.
6	Is the driver of the shuttle required to be certified to operate the shuttle van?	Yes, the driver will be required to be certified as per the requirements se out in the RFP document.
7	Can the vehicles be used outside the operating hours?	Vehicles will be issued an RSL on a fixed route, similar to a conventional bus and hence shall be considered as such. The usage of the vehicles outside the operating hours shall be as per the Public Service Vehicle Licence (PSVL) regulations.
		However, the successful bidder needs to remove/hide the identification or shuttle service when performing other trips which are not related to the RSL or outside the operating hours of the shuttle service.
8	Can vehicles other than 15-seater vans be used to perform the shuttle service?	No, only 15-seater vans can be used due to the narrow width of some roads along the route itinerary.
9	Will the bidder be required to define the drop-off/pick up points?	TMRSU, NLTA and MEL will provide the bidders with the pick-up/ drop off points in due course. However, the bidder is encouraged to sugges drop-off & pick-up strategies as per the RFP document in their bid submission.
10	How can we form a JV with other operators?	Any transport operator can form a JV to achieve the requirements of the RFP. Transport operators/bidders not present in the pre-bid meeting can also form part of a JV. In case of JV, the bidders should provide togethe with their proposal, a letter of intent which shall be signed by all parties. Moreover, one of the partners shall be nominated as a lead contractor for the purpose of this tender.
11	Can a different driver other than the driver proposed in our bid be used to perform the shuttle service?	Yes, however the driver will be required to have the same experience and qualifications as the driver being proposed by the bidder.

The follo	The following queries were received from bidders via email with the replies thereof are as follows:				
SN	QUERY	REPLY			
1	Mandatory Submission Can the drivers' background information and the details of the vehicles to be used as shuttles be submitted after the award?	No, as stated in Section I Clause 6 of the RFP, it is mandatory to subn the background information of all drivers and details of the vehicles whic will be used for the shuttle services in the proposal as requested in th RFP.			
2	Levy on Public Service Vehicles Licences (PSVL) Given that the shuttle services will be on a pilot basis for 6 months, will the levy on PSV be granted to the successful service provider?	It is mandatory that all vehicles provided already have a PSVL. As suc no additional cost/levy excluding the fees required for PSVL will b charged to the service provider.			
3	Base Operational Parameters – Base Frequency/HeadwayWe would like to have more information and details on the 10 mins duration indicated in Schedule 3 – Base Operational Parameters	This signifies that the service provider must ensure that a shuttle vehic departs every 10 minutes from each light rail station.			
4	One Man Operated Vehicle (OMO) Kindly confirm if the OMO driver needs to be certified.	The driver will be required to be certified as per the requirements set of in the RFP document.			
5	Shuttle Passengers Will passengers not taking the Metro Express be allowed to travel in the shuttles? If no, how can this be verified and controlled?	Yes, the shuttle can be used to carry metro and non-metro passengers			
6	Use of shuttles outside operating hours Will be the shuttle service provider be allowed to use the vehicles for other business purposes outside the shuttle service operating hours?	Vehicles will be issued an RSL on a fixed route, similar to a convention bus and hence shall be considered as such. The usage of the vehicle outside the operating hours shall be as per the Public Service Vehic Licence (PSVL) regulations. However, the successful bidder needs to remove/hide the identification shuttle service when performing other trips which are not related to the			