Metro Express Limited

Richelieu Branch Road, Richelieu

Meeting/subject	Pre-Bid Meeting Provision of Staff Transport Services	**Date**	20th November 2026
		Time	10.30 hours
Meeting No.	1	**Recorded by**	Ravina Sookaloo-Ramdial
Venue	Metro Express Ltd, OCC Admin Building.		

Name	Organisation	Designation
Mr. Pravesh Ramdany	Alouette Tours	Director
Mr. Pranav Caunhye	Travel Desire	Secretary
Mr. Reshad Caulachand	FRC Co Ltd	Director
Mr. Teddy Shanto	Flo Mobility	Planning Officer
Mr. Shailesh Bulato	Metro Express Ltd	Procurement Executive
Mrs. Ravina Sookaloo-Ramdial	Metro Express Ltd	Procurement & Supply Officer
Mr. Narvesh Kissoondhery	Metro Express Ltd	Procurement & Logistics Officer

Item	Discussion
1.0	• MEL welcome all prospective bidders for the Provision of Transport Services. • The chairperson informed that a previous procurement exercise was cancelled due to changes in the scope of services • A fully explanation of the Request for quotation was explained to all bidders present. • Details about deadline for submission of bid, contract duration, technical criteria were explained in-depth. • The meeting also allowed prospective bidders to raise any questions or seek clarification matters that may require further explanation
2.0	***Queries from Bidders & Answers from MEL***
	➢ ***Question 1*** ***Have new routes been added with regards to last tender?*** ***Answer:*** All routes designed are same in the bidding document and same must be quoted. ➢ ***Question 2*** ***Is there any possibility of reviewing the contract price in the event of an increase in diesel prices? If no price adjustment, this may affect the services being provided.*** ***Answer:*** After consultation with the Management, it has been decided that the quoted price shall remain fixed during the contract period, therefore no change in price shall be entertained by MEL. ➢ ***Question 3*** ***The PSVL validation process by the NLTA takes approximately one year, whereas the contract is for a period of one year only, renewable subject to satisfactory performance. Therefore, if this qualification criterion is maintained, transport providers may have to operate without a validated PSVL during the interim period while awaiting approval. MEL to advise.*** ***Answer:*** The evaluation criterion will be removed from page 16, and the necessary addendum will be issued accordingly – new page will be 16R ➢ ***Question 4*** ***On page 8, the performance security is Rs 100,000 but page 18, 10% has been specified, MEL to clarify which amount is correct.*** ***Answer:*** The Performance Security is to be maintained at Rs 100,000 only, addendum to be issued accordingly – new page 18R

	➢ ***Question 5*** ***The payment terms provide for a 60-days payment period following receipt of the invoice. Therefore, considering that MEL will already have an outstanding payment obligation for services rendered, what would be the justification for requiring an additional performance security of Rs 100,000.*** ***Answer:*** As MEL is a government-owned company, the requirement for a performance security of Rs 100,000 must be retained and included in the tender document. ➢ ***Question 6*** ***Potential bidders also enquired whether the payment period could be reduced from 60 days to 30 days, in line with the payment terms adopted by other companies*** ***Answer:*** MEL clarified that the payment period is subject to the timely submission of vouchers by the service provider. Any delay in submitting the required vouchers will consequently affect the payment processing period. ➢ ***Question 7*** ***Potential bidders sought clarification on how the pricing would be calculated in the event of additional trips being required beyond those specified in the bidding document.*** ***Answer:*** Any additional trips beyond those specified in the bidding document shall be charged as additional trips by the service provider, subject to mutual agreement on price between both parties. ➢ ***Question 8*** **Potential bidders sought clarification regarding the shuttle services, specifically the time at which the shuttle services are expected to start.** ***Answer:*** MEL clarified that the shuttle services shall start at 07:00 a.m., operating from Coromandel to the Depot, with a frequency of every 10 minutes (a trip is around 2kms from Coromandel to Depot & back – total is around 4kms). ➢ ***Question 9*** ***Potential bidders enquired on how they should quote for the shuttle services.*** ***Answers:*** MEL clarified that bidders should quote per day for the shuttle services.
3.0	➢ The chairperson reminded that the closing date is set for 04th December 2026 at 13.30pm and all bids should be submitted on time. ➢ Bidders should submit complete document as stated in the bidding document. ➢ MEL stated that all queries pertaining the bidding must be sent to the following email address procurement@metroexpressltd.org by latest 5 days before the closing date

	➢ The Chairperson thanked all attendees for their participation and the session was closed at 11.10 hours.