

Pre-Bid and Pre-Proposal Meetings

Legal Provision for Pre-Bid Meetings

Regulation 62 of the Public Procurement and Disposal of Assets Regulations 2024 provides that a procuring entity may organize: a pre-bid conference to brief bidders or to offer the opportunity for them to seek clarifications. This guideline amplifies the provision of Regulation 62 with respect to pre-bid conferences (meetings)

Similarities Between Pre-Bid and Pre-Proposal Meetings

Purpose: Both pre-bid and pre-proposal meetings are held to explain the details of the bidding documents to interested parties. The goal is to clarify any technical or procurement-related aspects, ensuring that all potential participants have a comprehensive understanding of the requirements.

Opportunity for Questions: These meetings provide a platform for prospective bidders or consultants to ask questions and seek clarifications. Addressing these queries before a bid or proposal submission helps resolve ambiguities and ensures that participants have accurate information.

Improvement of Documents: Feedback obtained during these meetings is invaluable for refining and improving the bidding documents. This ensures that the documents are clear, comprehensive, and better suited to the needs of the project.

Scheduling: Both types of meetings are scheduled during the preparation phase of bidding documents, such as Invitations for Bids (IFBs) or Requests for Proposals (RFPs). The date, time, and venue are specified in these documents to inform all potential participants.

Enhanced Submissions: By providing detailed information and addressing questions, these meetings help potential bidders or consultants prepare more accurate and competitive bids or proposals, ultimately improving the quality of submissions.

Cost Considerations: Holding these meetings in accessible locations can reduce travel costs for participants, potentially reflecting positively in their bid prices.

Minutes of the Meeting: The minutes of both pre-bid and pre-proposal meetings are distributed to all potential bidders or consultants who received the bidding documents.

Differences Between Pre-Bid and Pre-Proposal Meetings

	Pre-Bid Meetings	Pre-Proposal Meetings
Scope of Procurement	These are organized for procurements involving goods, non-consultant services, and works	These are specifically held for consulting services.

	Pre-Bid Meetings	Pre-Proposal Meetings
Participants	Typically involve potential bidders who are interested in various goods and services	Involve potential consultants who may provide specialized expertise
Site Visits for Works Procurement	For works procurement, site visits may be undertaken before the pre-bid meeting. This allows potential bidders to familiarize themselves with the project site and formulate pertinent questions that can be addressed during the meeting	Generally, do not involve site visits, as the focus is on consulting services rather than physical works.
Complexity of Discussion	May focus more on the logistical and technical aspects of goods, services, or works procurement.	Detailed discussions about the scope, methodology, and expected outcomes of consulting services, which can be more complex and specialized.

Organizational Details

Venue: The venue for both meetings should be accessible to the target market to minimize costs for participants.

Agenda Preparation: The procuring entity, often with input from technical teams, organizes these meetings and prepares an agenda to ensure all relevant topics are covered.

Participation Encouragement: Prospective bidders or consultants are encouraged to attend to gain a better understanding of the requirements and ask questions.

Conclusion

Both pre-bid and pre-proposal meetings are integral to the public procurement process. They share the common goal of ensuring transparency and clarity, but they cater to different types of procurements and involve distinct participants and processes. By understanding the similarities and differences between these meetings, procuring entities can better prepare and conduct these sessions, leading to more effective and efficient procurement outcomes.

References: [Pre-Bid and Pre-Proposal Meetings: Similarities and Differences - The Procurement Classroom](#)