

Minutes of Pre-bid meeting

For

“Occupational Safety and Health (OSH) Training and OSH Manual Preparation Support in seven provinces”

Procuring Project: Enhanced Skill for Sustainable and Rewarding Employment (ENSSURE)

Procurement reference number: ENSSURE/CS/NCB/01-082/83

Date and Time: 18th September 2025 at 11:00 AM

Location: ENSSURE, Project Support Unit (PSU), CTEVT Complex, Bhaktapur

Raised and Clearfield queries:

SN	Query from potential Bidder	Response/ Clarification
1.	Location of training to be conducted	The proposed training will be conducted in the industrial areas or industrial corridors of seven provinces in Nepal. Those venues will be either within the headquarters of all seven provinces or adjoining industrial areas of associated provinces. The venue will be confirmed in coordination with the partners of ENSSURE, the Industry Association, and the industry/corporate house.
2.	Dates of propose training and schedule	The exact dates of training have not been confirmed yet. These training dates will be fixed with the coordination of the partners of ENSSURE, the Industry Association, and the industry/corporate house. However, all propose trainings will be completed by the end of 16 July 2026.
3.	Payment of consulting services	Payment of the consulting service will apply as mentioned in section VIII: General Conditions of Contract (GCC) at number 3.
4.	Proposal for the Schedule of Training and its Implementation	Consulting firms/bidders can propose a schedule of training in their Technical Proposal with key experts' mobilization. However, the exact schedule will take place with the coordination of the Provincial Project Support Unit (PPSU) of ENSSURE and the partners of ENSSURE, the Industry Association, and the industry/corporate house.
5.	Clarification on the scope of work and deliverables.	The consultant will prepare an OSH policy for 100 participating industries within the defined scope of TOR.

	Should the consultant prepare an OSH manual or an OSH policy for the industry?	Participating industries' scope and working nature might not be the same, which may lead to differences in requirements.
6.	Number of participants in each training	Ideally, each event of training will be around 20-25 participants from different industries who were recommended and selected with the coordination of PPSU and the partners of ENSSURE, the Industry Association, and the industry/corporate house.