



**Minutes of the Pre-Proposal Meeting**

Request for Proposal for Construction/Installation of small-scale water infrastructure in the Dry Zone of Myanmar (Shwebo, Monywa, Myingyan, Nyaung U and Chauk)

Ref. No. 2017/PROC/UNDP-MMR/006

Date: 31 January 2017

Venue: U Thant Conference Room, UNDP Office

The pre-bid meeting was attended by the following

1. Ms. Nasantuya Chuluun (Operations Manager, UNDP)
2. Mr. Karma Raptan, Chief Technical Specialist, AF Project (over skype)
3. U Myint Wai, National Project Manager, AF Project (over skype)
4. U Yan Naing Tun, Soil Conservation & Water Harvesting Specialist, AF Project
5. U Kyaw Win Htun, Procurement Assistant, UNDP
6. Ms. Justine Manceaux, Hydroconseil (over skype)

Representatives from the Firms/Organizations

1. U Saw Wynn, Consultant, ESW Construction Co., Ltd.
2. Ms. Sophie Mealier, Country Representative, Partners Myanmar (INGOs)

The pre-proposal meeting started at 10:00 AM with the introduction of participants. Following that, Ms. Nasantuya Chuluun thanked all of the participants for their involvement in the conference after that U Kyaw Win Htun briefly explained about the AF Project background and how to submit the proposals in response to the Request for Proposal and attention on the instructions to proposers including bid data sheet highlighting the required documents on which preliminary evaluation on completeness of documents would be conducted. He also explained the evaluation criteria for proposal, and deadline for submission of proposal is 17:00 PM of 24 February 2017. He also said that bids will be checked against the eligibility criteria first, as preliminary examination on completeness of documents submitted. Secondly, the evaluation panel will evaluate the proposals against evaluation criteria mentioned in the RFP. Only the technically qualified offers will be considered for the financial evaluation and the financial proposals of those offers will be opened.

All of the information in the data sheets of the RFP were carefully explained in the meeting one by one in order to make the participants clear of the requirements. He also emphasized the following:

- Clarification question about RFP to UNDP until 7 days prior to the deadline of proposal submission.
- Proposal validity is 120 days starting date from the submission of proposal
- Alternative proposal is not allowed
- Currency of the offerors who are based in Myanmar must be Myanmar "Kyats"
- The successful proposer needs to submit the performance security bond "10% "of the total contract amount to UNDP. The contract will be effective/ signed by and between the successful proposer and UNDP upon confirmation of its acceptance by UNDP.

- The supplier needs to prepare sealed envelope for technical proposal and financial proposal separately, and then put those two sealed envelopes into one and submit to the address stated in the Data Sheet#20 on Page#20 of RFP. The reason of doing this that UNDP will evaluate your technical proposals first, and only the proposal that meet the technical passing marks will be consider for financial evaluation.
- Before the technical evaluation, UNDP will conduct the preliminary assessment of your proposal based on the document requirement stated on the Data Sheet#26 on Page#21 and 22. The bidder who does not submit all those required document will be rejected at the preliminary stage.
- The bidder has to submit the SIGNED complete forms which are attached to the RFP doc. as section-4, 5, 6, 8. Section-7 is for the financial proposal and Section-9 is used upon award of contract.
- The validity of the proposal has to be 120 days.
- The bidder has to submit bid security which amount has to be \$ 10,000. The bid security of unsuccessful will be returned after selection process. The bid security of successful bidder will be returned after the performance guarantee has been received.
- The performance guarantee is 10% of the total contract amount. The contract will be effective upon receipt of performance guarantee.

U Saw Win (Consultant of ESW Construction Co., Ltd.) asked below questions and UNDP responded with answers.

1. Does UNDP invite to private company and can private companies submit bid proposals?

Answer:

"yes", as this is an open international competition and any legal entity can submit proposal.

2. Can the bidder propose partially i.e. to propose activity wise or township wise only?

Answer:

UNDP indicated in the RFP document that no partial bids will be accepted. Hence force, only full package proposals will be accepted as per RFP.

3. Can the contractor firm implement one township after another i.e. if it is possible or not that after all activities in one township completed, then implementation will be moved to next one township?

Answer:

Implementation in each township is planned in parallel i.e. to implement all activities at all townships. Some activities except community water tank are not included in all townships. Survey, procurement of goods, and transport to the sites will have to be taken enough time for each of those activities. At the same time, it should be noted the time frame is 7 months and it is linked with time frame of part II of supervision firm.

4. Budget for both grand total and break down amount per activity is not seen in the announced documents. Do the bidders will have to calculate themselves or not?

Answer:



Yes. The bidder has to submit by self-calculation. In the submitted package folder, it should be mentioned in financial proposal sealed with password. If the technical proposal of one bidder is passed, then its financial proposal will be opened so as to ask the relevant password.

Ms. Sophie Mealier (Partner Myanmar) asked below questions and UNDP answered as follows.

1. INGOs are restricted to operate in certain townships, as per their MoUs signed with government. By virtue of this agreement, INGO wouldn't be able to submit proposal for all lots.

Answer: Project will try its level best for technically qualified company to obtain necessary authorization.

2. UNDP carried out an assessment last fall. Can UNDP share the assessment report made by the French consultancy firm? It is also understood that the consultancy firm's assessment covered larger scale and townships.

Answer: Yes. Project would be able to share it near future. The scope of consultancy work was indeed larger than the scope of the current RFP. This is done to benefit government should they decide to broaden and include other townships which were covered by study by the French company.

3. Partner Myanmar itself cannot work at another Township than some townships in AF 5 townships. If UNDP can help, they will consider for all townships. Is it possible?

Answer: As mentioned in above, UNDP will consider if possible.

As no more questions are raised, the meeting was adjourned at 11:00 a.m. with thanking remarks by the Operation Manager.

Prepared by

Kyaw Win Htun, Procurement Assistant, UNDP Myanmar

A handwritten signature in black ink, appearing to read 'Kyaw Win Htun'.

Reviewed by:

Yan Naing Tun, Soil Conservation and Water Harvesting Specialist, AF Project

A handwritten signature in black ink, appearing to read 'Yan Naing Tun'.

Nasantuya Chuluun (Operations Manager, UNDP)

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