

Pre-Bid Meeting Minutes

GCF funded Project on “Climate Resilient Integrated Water Management Project”

Implementing Partner:

Ministry of Mahaweli Development and Environment

<u>Pre-bid Meeting Minutes for RFP on Long Term Agreement to select service providers to provide surveys and designs, construction supervision and quality assurance services to village irrigation cascade systems in Anuradhapura and Vavuniya Districts</u>	
<u>Date & Time:</u>	<u>14 February 2017 (2.00pm to 3.30pm)</u>
<u>Location:</u>	<u>Conference Room UNDP, Bauddhaloka Mawatha, Colombo 7</u>
<u>Subject:</u>	<u>To explain and clarify bid requirements to prospective bidders</u>
<u>Attendees:</u>	<p><u>Officials from UNDP Procurement Division:</u></p> <ol style="list-style-type: none"> <u>Mr. Rohana Dissanayake, Head of Procurement, (Chair of the Pre-bid Meeting)</u> <u>Mrs Nilmini Jayathilake, - Procurement</u> <u>Mr. Sujeewa Rathnayake – Procurement Associate</u> <p><u>Officials from the Implementing Partner</u></p> <ol style="list-style-type: none"> Eng. N. A. Sisira Kumara – Addl Secretary, Water Resource Planning, Ministry of Mahaweli Development and Environment Mr. L. R. H. Perera – Director, Water Resource Planning, Ministry of Mahaweli Development and Environment <p><u>Officials from the Project</u></p> <ol style="list-style-type: none"> Dr. Buddika Hapuarachchi – Technical Advisor Mr. Upali Imbulana – Climate Resilient Irrigation Specialist Mr. Asoka Ajantha – Water Resource Engineer Mr. Sumudu Silva – Project Coordinator Ms. Shashika Selvarathnam – Project Assistant <p><u>Representatives of Prospective Bidders:</u></p> <p><u>Annex 1</u></p>

Introduction

Mr. Rohana Dissanayake explained the scope of the Project and long-term agreements and requested the bidders to come up with the clarifications /Questions in regards to advertised LOTs.

- Bidders were requested to submit a quote for the office space for respective districts of cascade locations.
- It is possible to submit a provisional sum for soil testing, hand auguring etc an Financial Proposal format shall be updated accordingly. This will not be considered for evaluation and awarding of contract.
- A single proposal shall be submitted for a cascade, and it would include one team each for a cascade
- An IEE is not envisaged at this stage. If such a need arises, UNDP will make suitable arrangements.

- The consultant does not have to prepare the Tender documents for the selection of the civil works of each cascade, but will have to provide estimates etc that are required for the bidding documents and will have to assist the UNDP in bid evaluation
- Government entities in the institutional arrangement shall be the PMU and other organizations including the Department of Agrarian Development.
- CVs can be submitted as prepared without strictly following the UNDP format but should include the expected minimum content. CV should include a declaration signed by a responsible staff member of the firm. There will be no marks reduction for a different format
- UNDP will perform verification visits to service provider locations to assess and verify the declared resources relevant to the RFP.
- One more site visit was requested. To facilitate this, coordinates of the selected Tanks will be uploaded to the UNDP website and DAD staff can be informed when the intended visiting dates are informed
- At least one-week extension was requested and accordingly it was agreed to extend the deadline for Bid Submission to 3rd March at 2.00 pm.
- Survey Department will establish control points/bench marks. Until such time, the consultant shall work with the reduced levels and later tie up to the MSL.
- It is expected that construction activities are completed in 3 months from signing of UNDP contract. In such cases the construction work will carry over to the next year and the same civil construction contractor shall continue with balance works.
- De-silting shall be confined to 5%-8% of the volume and these instructions will be provided.
- It was noted that some cascades (Sivalakulama) are larger than the other cascades. The consultant shall quote the staff requirement to complete the consultancy within the stipulated time. The TOR lists only the minimum staff requirement. With respect to Regions 02, 03 and 04, the TOR specifies the minimum staff for each cascade/Region
- Innovation and innovative approaches/technologies are expected in the proposals. For example, it is not planned to fully empty the Tanks to carry out surveys or other works. The consultant shall address such issues and methodologies in the proposal.
- It is not planned to cover the entire canal system in the surveys, but the feeder canals will have to be surveyed. An explanatory note shall be uploaded by 16th February and/or emailed.
- Preliminary Investigation Reports (PIR) will be made available during the survey period
- For engineering assistance, UNDP will accept NDT and NCT as well as any other qualifications equivalent to NDT and NCT subject to approval by the Ministry of Mahaweli Development & Environment (MMDE).
- UNDP will have separate offices in Vavuniya and Anuradhapura to assist in any required coordination and or assistance.
- Explanatory notes and modifications to the TOR shall be uploaded by the afternoon of 16th February 2017.



Annex 1;