


United Nations Development Programme UNDP- Sudan	 <i>Empowered lives. Resilient nations.</i>	<div>PRE-BID CONFERENCE MINUTES</div> <div> ITB Number: ITB/KRT/GF/17/006 Page 1 of 2 </div> <div> MEETING DATE: 09 March 2017 MEETING LOCATION: KHARTOUM MEETING TIME: 14:00 pm to 15:00pm </div>
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Date: 09 March 2017

1. Attendance

Name	Title	Organization
Hafiz Eltayeb	Project Engineer	UNDP Sudan
Hussein Osman	Civil Engineer	Consultancy Firm
Bidders' Representatives	5 Potential Bidders	


2. Meeting Location

Building: UNDP Garden City, Khartoum.

Meeting Room: UNDP Garden City Meeting Room

3. Agenda

Item	Topic	Discussion
1	Confirmation of Agenda	-Introductions - A brief presentation on the ITB for Civil Works was presented to the bidders (annex I) -Question and answers Session -AOB
2	Questions & Answers	
Q1	Bid Security	Is the bid security amount based on number of lots applied for?
Response Q1		The bid security amount is fixed, regardless the number of lots applied for.
Q2	Number of Lots	Could the company submit a bid for one lot?
Response Q2		Yes, the company could apply for one, two or three lots in accordance with the required financial capabilities.
Q3	Currency of Payment	Could local bidders submit their offers in USD?
Response Q3		The local bidders can submit their offers in USD. If a local bidder is awarded a contract, the firm will be paid in USD via bank transfer or depositing to Company bank account.

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Q4	Variation of requirement	What is the range for variation of the requirements?
Response Q4		UNDP reserves the right to vary the quantity of the goods and/or related services, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Q5	Inspection Form	Is it mandatory to submit the site inspection form?
Response Q5		Yes, it is mandatory to submit signed and stamped site inspection form.
Q7	Expected date for commencement of Contract	What are the expected date for commencement of Contract?
Response Q7		10 th of April is the expected date for commencement of Contract. If a bidder is awarded one or more lots, the construction on all sites shall be started/implemented at the same time before rain season.
3	Annexes	
		Please find attached the following annexes: a) Annex I - Pre-Bid Meeting Presentation.



Sudan



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Global Fund Programme Management Unit, Sudan

Pre-bid Conference

March 2017

Purpose

The purpose of this meeting is to clarify issues and to answer questions on any matter that may be raised in respect to the ITB No. ITB/KRT/GF/17/006 for Civil Works of septic tanks and soak-away wells in 21 Admin units in localities of Sinnar State

ITB Document

Section 1 – Letter of Invitation

Section 2 – Instructions to Bidders (**including Data Sheet**)

Section 3 – Schedule of Requirements and Technical Specifications

Section 4 – Bid Submission Form

Section 5 – Documents Establishing the Eligibility and Qualifications of the Bidder

Section 6 – Technical Bid Form

Section 7 – Price Schedule Form

Section 8 – Form for Bid Security

Section 9 – Form for Performance Security

Section 10 – Form for Advanced Payment Guarantee

Section 11 – Contract to be signed, including General Terms and Conditions

Section 12-Drawings and Technical Specifications

Section 13- Site Inspection Form

Bid Data Sheet BDS

[BDS.pdf](#)

Examples of ITB Rejections

Late submission. The ITB is handed in after the deadline for submission, either by hand or by courier. Time shall be strictly respected if ITB is delivered on the last day;

ITB not submitted to the correct physical address;

ITB Reference No. is not mentioned on the envelope or wrong Reference No.

The ITB not properly signed as per Instructions in the Bid Solicitation Documents;
Insufficient documents have been provided;

If the requested supporting documents/certificates are not written in English language, a translation into the English language must be attached in order to facilitate the evaluation of the documents.

Documents provided not directly address each and every point of the evaluation criteria;

Acknowledgement

PLEASE ACKNOWLEDGE BY RETURN EMAIL
YOUR INTEREST IN PARTICIPATION VIA email to:

bids.queries.gfatm@undp.org

Notes

This presentation provides you with the some key points described in the Solicitation Documents.

Bidders are strongly advised to carefully read and analyze the complete set of the ITB documents which properly address the ITB requirements in depth.

Question/Answer session - DISCUSSION

- Technical Clarifications

(Discussion – Question and Answer
Session on Technical Details of the ITB)

Thank You!

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