

<b>United Nations Development Programme</b>  ZIMBABWE	  <i>Empowered lives Resilient nations</i>	<div style="background-color: #808080; color: white; padding: 5px; text-align: center;"><b>PRE-BID CONFERENCE MINUTES</b></div> <p><b>PRC/ZWE/ITB/875/2/16/2017: Provision of WAN connectivity for PFMS at Four District Hospitals</b></p> <p>DATE: 21 March 2017</p> <p>LOCATION: HARARE</p> <p>TIMES: 10:00 – 11:00AM</p>
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## 1. Attendance

As per Attendance Register Maintained at UNDP Zimbabwe CO

## 2. Meeting Location

**Building:** Block 11Arundel office Park

**Meeting Room:** Common Services Conference Room

Item	Topic	Discussion
1	Confirmation of Agenda	<ul style="list-style-type: none"> <li>• Introductions</li> <li>• Presentation on the ITB document</li> <li>• Data sheet</li> <li>• Scope of Work</li> <li>• eTendering Training</li> </ul>
1a	Brief Highlights of areas to take note of in the ITB Document	<p>UNDP highlighted key areas in the ITB document that need to be emphasised:</p> <ul style="list-style-type: none"> <li>• UNDP Requires bidders to bid for the provision of WAN connectivity for PFMS at Four District Hospitals namely Murehwa, Nyanga, Silobela and Mnene.</li> <li>• The bid price should include the cost of Installations required to provide connectivity as well as the subscriptions and maintenance costs for ensuring uninterrupted connectivity for a period of 1 year.</li> <li>• After 1 year, the infrastructure will be handed over to the MICTP&amp;CS/RIDM through PFMS, in its entirety (save for rights to licence-specific resources like frequencies) after the links have been handed over for operations.</li> <li>• Bidders should be guided by the "Instructions manual for use of the e-Tendering system by suppliers" which is available on to the procurement notice on the UNDP website.</li> <li>• The deadline for submission of bids is reflected on the system based on New York Time.</li> <li>• If bidders still have questions that they need clarified after the pre-bid conference, they can send an e-mail to: <a href="mailto:procurement.zw@undp.org">procurement.zw@undp.org</a>. Requests for clarifications should reach UNDP at least 4 days before the deadline for submission of bids.</li> <li>• Bidders should thoroughly read the ITB document to ensure that their submission is in accordance with the requirements.</li> <li>• Bidders should take note of the evaluation criteria, which</li> </ul>

		<p>should be met for a bidder to be considered technically responsive.</p> <ul style="list-style-type: none"> <li>Bidders should also ensure that they submit all documents requested as these will be used for confirming that the bidder meets the evaluation criteria set in the ITB.</li> <li>The Price Schedule in the system allows bidders to enter a single price per Lot/Site. The figure to be entered is the total price of equipment installation as well as the cost of maintenance and subscriptions for the first 12 months after commissioning of the system (<b>Excluding VAT</b>). The detailed breakdown of the price and costs should be contained in the price schedule to be attached in the system together with other bid documents.</li> </ul>
1b	Schedule of Requirements and Technical Specifications/ Scope of Works (SOW)	UNDP clarified the key requirements set out in the schedule or requirements/terms of reference.
1c	eTendering Training	Bidders in attendance were briefly taken through the e-Tendering registration and Bid Submission and Management Processes. Detailed training was not provided as all the participants to the pre-bid meeting said they used the system for previous processes and were conversant with the e-Tendering System.
<b>2</b>	<b>Question &amp; Answer Session</b>	
	<b>Question</b>	<b>Answer</b>
1	Some documents listed in Data Sheet No. 26 are also mentioned in Data Sheet No. 32. Does that mean we have to attach the documents twice?	<p>Data Sheet No. 26 Lists the documents that must be submitted together with the Bid while Data Sheet No. 32 indicates the evaluation criteria that should be met by the firm to be considered technically responsive. The documents referred in 26 will be used as the basis for checking that the bidder meets the evaluation criteria indicated in 32. The documents have to be attached once.</p> <p>Bidders should also note that there are many places where they will be required to attach documents in the e-Tendering System. Bidders can however prepare one or two PDF files containing all the requested documents and attach them in one place instead of attaching different documents in different places within the system.</p>

2	What do you exactly mean when you say the infrastructure should be handed over to the MICTP&CS/RIDM after the links have been handed over for operations? How will this happen considering that the facility and infrastructure will be connected to and dependent on our network for connectivity?	<p>The MICT-Postal and Courier Services- PFMS Infrastructure Department will take ownership in terms of what type of traffic, who should use it, who can tap from the terminated point for further last mile connectivity. The Government will have 100% usage and bandwidth unlimited from the ISP point of presence to the client and to CCS.</p> <p>The Ministry will only pay license fees</p>
3	Who will be responsible for the certifying the works as well as the payment requests for subscriptions? Is it the MoHCC or the MICTP&CS/RIDM?	<p>MICTP&amp;CS will inspect and certify the installations to facilitate payment by UNDP. MICTP&amp;CS will also certify invoices for monthly subscriptions for payment by UNDP. UNDP will pay for subscriptions for the first 12 months after commissioning.</p>
4	What will happen after the first year of operation/subscription payment? Will UNDP continue paying the subscriptions?	<p>UNDP will contract for installation of the system and subscriptions for connectivity for the first 12 months after commissioning. Thereafter, the system will be handed over to the MICTP&amp;CS/RIDM. The Contractor can continue to provide services to the Ministry on a new/separate agreement with them.</p> <p><b>The Ministry will only pay license fees.</b></p>
5	Is there any likelihood of installing WAN on the remaining district hospital which is not included in this ITB?	<p>There are no immediate plans to provide connectivity to the remaining district hospital. In future there may be a need to do the installation on the remaining district hospital and others that may be created. A separate procurement process will be conducted if that need arises.</p>
6	Can we have GPS coordinates for the Sites?	<p>GPS coordinates are provided in the table below. It however remains the bidder's responsibility to visit and acquaint themselves with the sites. Bidders should also assess accessibility to the sites to ensure that they have all information required to enable them to do proper costing for the installation, commissioning and maintenance of the system.</p>

#	Facility	Location	GPS Coordinates	
			Longitude	Latitude
1	Nyanga District Hospital	Nyanga District	32.75753021240	-18.22828000000
2	Murewa Gvt District Hospital	Murewa District	31.78763961790	-17.65783000000
3	Mnene Mission Hospital	Mberengwa District	30.05381011960	-20.62342000000
4	Silobela District Hospital	Kwekwe District	29.30458068850	-19.00511000000