

## **Site Visit Notes for Air Conditioning System replacement and Maintenance**

Date: 23 March 2017

Following an Invitation To Bid (ITB), for the replacement and maintenance of Air Condition System posted on the 16<sup>th</sup> January 2017 on UNDP Procurement Notices. A pre-bid meeting was held on the 22<sup>nd</sup> October 2017 at UN House. Seventeen (17) participants representing eighteen (18) companies were present. United Nations was represented by Mamello Raliapeng, Tumeliso Ramaili from UNDP and Mr. Boithabiso Moloi as the HVAC consultant.

The site visit started with a brief meeting where the submission requirements were discussed and the request for clarification requirements date was extended from seven days to three days before to the deadline, due to limited time period. Thereafter, minimum requirements for specifications were discussed. The following Questions were raised and answered

1. Question: Should the design and maintenance costs be part of the Bid  
Answer: the design costs and maintenance costs for 3 years should be included when bidding.
2. Question: Are there any floor plans that can be shared to assist with bidding?  
Answer: there are floor plans available but in most areas they will not be accurate as there were recent modifications done to the building and they can be shared if needed but it's up to the bidder to verify that they are correct. Bidders can make appointment for a site visits if they need to check the building layout and make their own measurements.
3. Question: Is Joint Venture allowed?  
Answer: Yes. Joint venture is allowed

The HVAC consultant emphasised the need to have Mechanical Engineer or equivalent as part for the team, since there may be need for technical decision making and or activities such as drawing, which can only be done and be authorised by an engineer.

Notes prepared by: Tumeliso Ramaili

 22/03/2017

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