

MINUTES OF THE PRE-BID CONFERENCE
on the technical and procedural issues of preparation and submission of offers
under RFQ UNDP/Projects/197/2017

TENDER: RFQ UNDP/Projects/197/2017 “Supply and delivery of boiler plant (boiler unit and auxiliary equipment) and performance of associated services (installation supervision, start-up and adjustment works, commissioning and training)”.

DATE: 23 March, 2017 (11.00-14.30 Minsk time).

PLACE: PKUP “Kommunalnik” (61A, Pribuzhskaya str., Brest, Republic of Belarus).

SUBJECT: Provision of explanations to the representatives of prospective Offerors on the procedural issues of preparation and submission of offers under the RFQ and clarifications of the RFQ document. The representatives of the prospective Offerors who attended the Pre-bid conference were familiarized with the contents, requirements, terms and conditions of the RFQ document and the bidding procedures. In the course of the Pre-bid conference the following enquiries were made by the representatives of the prospective Offerors and clarifications provided:

1. Question: Is it required to bind the offer when it is submitted in the envelope?

Answer: No, it is not required, and there is no such requirement in the RFQ document. If an offer is submitted in the sealed envelope the Offeror may chose any suitable form of its presentation.

2. Question: Now many copies of the offer are to be submitted in the envelope – one or two?

Answer: Only one copy of the offer is to be submitted.

3. Question: Latest expected delivery date indicated at page 3 of the RFQ document is 90 days from the issuance of the Purchase Order (PO). Can an Offeror propose the delivery date exceeding 90 days and will such delivery period be considered by the Purchaser?

Answer: If the Offeror’s period of delivery is expected to extend beyond 90 days the Offeror may indicate such period of delivery in Table 2 of Annex 2 (item “Delivery Lead Time”) under heading “If you cannot comply, pls. indicate counter proposal” supported by sound justification of such an extension. The Purchaser will take a decision on acceptability or otherwise of delivery lead time extension in the course of evaluation of offers.

4. Question: It is required under Section “Documents to be submitted” (page 4 of RFQ document) to provide a copy of the documentary proof (certificate of conformity) of conformity with the requirements of Technical Regulations of the Customs Union. Is it possible to submit a copy of the said document with the supplied equipment?

Answer: Item “Copy of the documentary proof (certificate of conformity) of conformity with the requirements of Technical Regulations of the Customs Union” of Section “Documents to be submitted” (page 4 of RFQ document) and item 5.11.1 “Conformity with the requirements of the Technical Regulations of the Customs Union: Copy of the documentary proof (certificate of conformity) of conformity with the requirements” under “Description / Specifications of Goods (required)” of Annex 1 are hereby amended to read as follows:

-Item of Section “Documents to be submitted” (page 4 of RFQ document): **“Copy of the documentary proof (certificate of conformity) of conformity with the requirements of Technical Regulations of the Customs Union or obligation (in an arbitrary form) to provide such document before issuance of the Purchase Order (in the case of**

award of contract)”.
-Item 5.11.1 of Annex 1:

“Conformity with the requirements of the Technical Regulations of the Customs Union: Copy of the documentary proof (certificate of conformity) of conformity with the requirements of Technical Regulations of the Customs Union or obligation (in an arbitrary form) to provide such document before issuance of the Purchase Order (in the case of award of contract)”.

5. Question: Section “Alternative offers” (page 4 of RFQ document): what are the conditions for consideration of alternative offer?

Answer: An Offeror may submit an alternative Bid, but only if it also submits an offer that meets the base case (i.e., what is originally required under the RFQ). The Purchaser may only consider the alternative offer proposed by the Offeror whose offer for the base case was determined to be a responsive one meeting requirements of the RFQ document and that offers the lowest price for the base case; also, for consideration of the alternative offer its price has to be equal or lower than the price of the base case.

6. Question: Section “Payment terms” (page 5 of RFQ document): is it possible to pay for the Goods (equipment) delivered to the Purchaser warehouse against invoice and waybill?

Answer: Provisions of Section “Payment terms” (page 5 of RFQ document) and Table 2 of Annex 2 “Payment terms” pertaining to advance payment are hereby amended to read as follows:

“Goods: Advance payment in the amount of up to 20% of the purchase order price of the Goods within 10 bank days after signing the purchase order (or provision of the Advanced payment guarantee if such guarantee is required as specified in the below note), 90% of the Goods price less advance within 15 bank days upon acceptance of the Goods at the Purchaser’s warehouse and 10% of the Goods price within 10 bank days upon signing by the Purchaser of the certificate of handing-over and acceptance of the Goods following completion and acceptance of all associated services.

If the advanced payment that the Offeror will submit will exceed 20% of the Price Offer, or will exceed the amount of USD 30,000, the Offeror must submit an Advanced Payment Security in the same amount as the advanced payment, using the form and contents of the document in Annex 5 (The Purchaser may request the Advanced Payment Security for any amount it deems necessary to secure)”.

Payment for the associated services (installation supervision, start-up and adjustment works, commissioning, training) in the amount of 100% of the purchase order price of the associated services will be effected within 10 bank days upon signing by the Purchaser of the certificate of handing-over and acceptance of associated services (installation supervision, start-up and adjustment works, commissioning and training).

7. Question: Section “Evaluation Criteria” (page 5 of RFQ document): there is a provision in the Section that UNDP reserves the right to award the contract to the second lowest priced technically qualified offer if it proposes Goods with substantially higher technical characteristics. Is it possible to introduce the score system for evaluation and ranking of higher technical characteristics and what are the criteria for the evaluation?

Answer: Section «Evaluation Criteria” (page 5 of RFQ document) is hereby amended and provision “UNDP reserves the right to award the contract to the second lowest priced technically qualified offer if it proposes Goods with substantially higher technical characteristics (for example substantially higher efficiency) and substantially better warranty/servicing conditions than the lowest priced offer. The price difference between the lowest priced technically qualified and the second lowest priced technically qualified

offer shall not exceed 10%" is cancelled and deleted from the RFQ document.

8. Question: Annex 5 "Form for Advanced Payment Guarantee": when it is required to submit the Advanced payment guarantee?

Answer: If the advanced payment that the Offeror will submit will exceed 20% of the Price Offer, or will exceed the amount of USD 30,000, the Offeror must submit an Advanced Payment Security in the same amount as the advanced payment, using the form and contents of the document in Annex 5 (The Purchaser may request the Advanced Payment Security for any amount it deems necessary to secure). The original of the Advanced payment guarantee, if required, shall be submitted to the Purchaser with the signed purchase order.

9. Question: Annex 1, item 1.1.1 "System of ash removal from furnace: Worm type": is it possible to offer any other type of mechanized system of ash removal from furnace?

Answer: Item 1.1.1 of Annex 1 is hereby amended to read as follows: **"System of ash removal from furnace: Mechanized"**.

10. Question: Annex 1, item 1.7.2 "Mass fraction of impurities (soil, sand, topsoil) in fuel: From 3% to 20%": is the requirement of mass fraction of impurities from 3% to 20% correct?

Answer: The requirement is correct, mass fraction of impurities (soil, sand, topsoil) in fuel shall be from 3% to 20%, the wording of item 1.7.2 remains unchanged.

11. Question: Annex 1, item 1.7.4 "Type of ignition fuel: Gas or liquid fuel (furnace oil, domestic fuel, solar oil): is it allowed to select any type of ignition fuel? Shall the burner be built-in?

Answer: Yes, it is allowed to select any type of ignition fuel. The burner shall be built-in.

12. Question: Annex 1, item 2.1 "Fuel storage: Fuel supply bunker with moving floor, separator and conveyors": what is the function of separator?

Answer: Separator prevents ingress of foreign objects and particles with the size exceeding 100mm in the furnace of the boiler unit.

13. Question: Annex 1, item 2.5 "Supply of fuel to the furnace: Hydraulic pushers, equipped with gear motor": is it allowed to offer any other type of fuel supply?

Answer: Item 2.5 of Annex 1 is hereby amended to read as follows: **"Supply of fuel to the furnace: Mechanized supply of fuel with size of particles from 0.1 to 100 mm, provided the mass fraction of particles with size 0.1 to 3 mm is not more than 30%"**.

14. Question: Annex 1, item 2.7.1 "Fuel supply valve: Available": is it allowed to offer equipment in which valve functional tasks are achieved by other technical solutions?

Answer: Yes, it is allowed to offer equipment in which valve functional tasks are achieved by other technical solutions.

Item 2.7.1 "Fuel supply valve: Available" is hereby cancelled and deleted from Annex 1.

15. Question: Annex 1, item 2.7.2 "Supply system: Hydraulic pusher": is it allowed to offer equipment with any other system of fuel supply?

Answer: Yes, it is allowed to offer equipment with other system of fuel supply.

Item 2.7.2 "Supply system: Hydraulic pusher" is hereby cancelled and deleted from Annex 1.

16. Question: Annex 1, item 2.7.3 “Water-cooling section: Available”: is it possible to change the wording of item 2.7.3 to allow implementation of other technical solution in place of water-cooling section?

Answer: Wording of item 2.7.3 “Water-cooling section: Available” of Annex 1 remains unchanged.

17. Question: Annex 1, item 4.1 “Flue gas filtration system (efficiency 99 %): Available”: what emission norms/standards should ensure the filtration system?

Answer: Flue gas filtration system shall ensure compliance with the provisions and requirements of the State standard of the Republic of Belarus STB 1626.2-2006 “Biomass plant boilers. Emission limits for pollutants”.

18. Question: Annex 1, item 4.4 “Chimney: Available”: please specify the height of the chimney.

Answer: Item 4.4 of Annex 1 is hereby amended to read as follows: “**Chimney: Available, chimney height - 20m**”.

19. Question: Annex 1, item 4.4.1 “Type: Self-bearing structure»: please clarify the type of the chimney.

Answer: The chimney can be of any type which complies with the requirements of Technical Specifications of Annex 1.

Item 4.4.1 of Annex 1 is hereby amended to read as follows: “**Type: Structure without stay (support) wires**”.

20. Question: Annex 1, item 1.2 “Maximum output: 2000 kW”: at what moisture content and fuel caloric value should maximum output of 2000kW be reached?

Answer: Item 1.2 of Annex 1 is hereby amended to read as follows: “**Output: Not less than 2000 kW**”.

Reference point: moisture content 50%, caloric value not less than 1800 kcal/kg with mass fraction of impurities (soil, sand, topsoil) not more than 20%. Reduction of output to 85% of nominal is permitted at 60% of fuel moisture content.

21. Question: Annex 1, item 5.4 “Toolkit and set of spare parts: Standard toolkit and set of spare parts”: what items should standard toolkit and set of spare parts include and how many?

Answer: Item 5.4 “Toolkit and set of spare parts: Standard toolkit and set of spare parts” is hereby cancelled and deleted from Annex 1.

Additional comments and amendments made by the Purchaser:

- Item 2.1.1 of Annex 1 is hereby amended to read as follows: “**Volume of the fuel storage: Not less than 70m³; volume shall be sufficient to ensure autonomous functioning of the boiler unit for 24 hours with 100% output**”.

-Below provisions of Section “General Description of the Boiler Plant” of Annex 6 are hereby amended to read as follows:

1) Section 1 “Boiler unit”: “Hot-water heat-pipe boiler (with furnace) is intended for burning of chipped wood waste and is used for heating of industrial and administrative buildings. The surfaces of boiler unit which are not water-cooled shall be made of refractory material to ensure equipment durability. Ash removal from the furnace is mechanized. Heat exchanger shall ensure high heat transfer”.

2) Item 2, Subsection 1.1, Section 1: “Automatic rarefaction support, air supply regulation depending on quality and moisture content of fuel”.

3) Item 2.1.4, Subsection 2.1, Section 2 is cancelled and deleted from Annex 6.

4) Item 2.1.5, Subsection 2.1, Section 2:

“Fuel loading into the furnace:

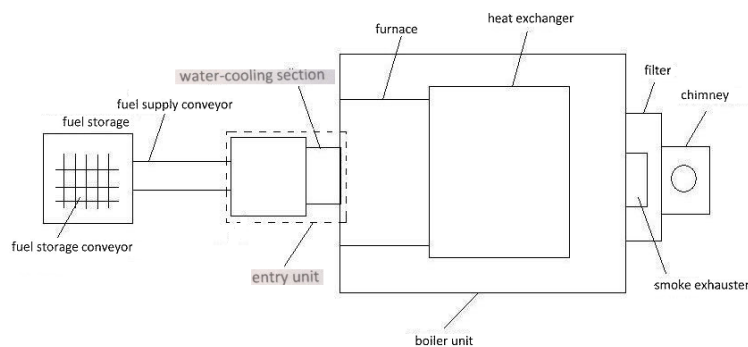
a) Mechanized, with size of particles from 0.1 to 100 mm, provided the mass fraction of particles with size 0.1 to 3 mm is not more than 30%”

b) Water-cooling section is the gate between the fuel supply and the furnace. The section compensates the heat loss due to drying of the fuel”.

5) Item A, Subsection 2.3, Section 2: “Flue gas filtration system”.

6) Item C, Subsection 2.3, Section 2: “Chimney: made of steel, heat insulated, structure without stay (support) wires. In its bottom part it has technological openings for cleaning and drain of condensate”.

7) Schematic diagram of equipment:



- To provide the Offerors with sufficient time to prepare their quotations with due consideration of amendments made in the RFQ document the deadline for the submission of quotations, indicated at pages 1 and 4 of the RFQ document is hereby amended to read as follows:

- Page 1: “**Quotations may be submitted on or before April 21, 2017, 17.00 local (Minsk) time...**”

- Page 3: “Deadline for the Submission of Quotation: **17.00 local (Minsk) time, April 21, 2017**”.

04 April, 2017