

MINUTES OF PRE-BID CONFERENCE

INVITATION TO BID INTERIOR FITTING-OUT WORKS FOR NEW UNDP CAMBODIA COUNTRY OFFICE Process No: 35-46214

I. Background

The United Nations Development Programme (UNDP) would like to invite bidders to submit bids for Providing Interior Fitting-Out works for new UNDP Cambodia Office.

II. Objective

The purpose of the Pre-Bid Conference is to provide instruction to interested bidders about the requirement, how to prepare responsive bid and opportunity for bidders to ask for clarifications.

III. Date and Venue

- Date: 8 May 2017 at 9:00 A.M., Phnom Penh Local Time
- Venue: UNDP Cambodia, Main Conference Room (located in Building No. 5, Ground Floor)

IV. Presentation

To make this pre-proposal conference more beneficial to all interested bidders, the Procurement Unit prepared slide presentation which covered the following contents:

1. Invitation to Bid Document
 - ❖ Instruction to Bidders
 - ❖ Criteria for the Award and Evaluation of Bid
 - ❖ Required Documents for Submission
 - ❖ Schedule of Requirements
 - ❖ Drawing & Bill of Quantities
2. Questions & Answers

To begin the presentation, Procurement focal point welcomed and thanked all participants who attended this pre-bid conference, and explained about the purpose of the conference. Procurement focal point also encouraged all participants to openly ask for clarification if they are not sure in any part of this presentation.

Procurement focal point went through each slide, presented and explained all the contents of the Invitation to Bid document. Then, UNDP engineer presented the requirements in the bill of quantities and drawing.

The pre-bid meeting was ended at 10:30 a.m. and the site visit at Hong Kong Land was started from 11:00 a.m. and ended at 12:00 p.m.

For any request for clarifications, bidders are required to send the queries in writing to Ms. Dalis Heng at email: dalis.heng@undp.org and cc procurement.kh@undp.org . UNDP will issue the clarifications to queries received by posting on the website and share with all bidders.

Please see the detail information in attached slide presentation of pre-bid conference.

V. Queries Raised by Bidders and Answers

At the end of this presentation, there were some questions from participates and these were clarified as below:

N°	Questions/Clarifications asked for	Answer/Clarification given as
1	Can the submission deadline be extended? There would be more time required for preparing the bidding document.	UNDP is in the tight timeline as set by Hong Kong Land and it would be cost for the office if the fitting-out work is delayed. However, UNDP would consider this and notify all bidders if the submission deadline could be extended.
2	Can you provide clarification on Point No. 6 Price Variation on page 26?	This point is only applied for additional or reduction works. However, since this is a lump sum contract amount and to avoid confusion by the bidders, UNDP would remove this clause from the Bidding Document.
3	Can you provide clarification on Point No. 10.1 Drawing stated in section 3.a? is it to be done by bidder or UNDP? <ul style="list-style-type: none"> • A conceptual drawing/3D render of the new unit including shop front & interior • (The conceptual drawings will take up to 7 working days to approve) Plan and Elevation drawings with accurate measurements Mechanical & Electrical Drawings • Material sample board 	These would be done by UNDP’s architect. This clause would be removed from the Invitation to Bid Document.
4	There is a requirement for the company to submit the audited financial statement. Based on the tax regulation, the threshold for having the audited financial statement is high and suggested UNDP to consider this.	UNDP took note the comment and would notify later.
5	There is a concern with the timeline for the completion of the how work as the period allowed is only 2-month period. Is there any way to extend this period? There might be	UNDP took note the comment. However, UNDP opens some flexibility and requested bidders to propose their schedule in the form 2, Work Programme/Gantt Chart. UNDP would review and

	some works that required to do only during the afternoon or night time by Hong Kong Land as some floors are already in operations by some offices.	evaluate during the bids evaluation process.
6	Based on the requirement in section 3a in ITB document, clause No 9, additional cost will be incurred by the contractor for reviewing or modification of MEPF system required by nominated contractor consultant at fee \$2.5/sqm. Dose this additional cost should be in price schedule?	Since this is standard rate as set by Hong Kong Land, bidders are requested to exclude this fee from the price schedule. The actual fee will be paid to contractor based on the actual amount to be charged by Hong Kong Land.



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Interior Fitting-out work for new UNDP Cambodia Office

Main Conference Room
8 May 2017 at 9:00 a.m.

Content

1. Invitation to Bid Document

- ❖ Instruction to Bidders
- ❖ Criteria for the Award and Evaluation of Bid
- ❖ Required Documents for Submission
- ❖ Schedule of Requirement
- ❖ Drawing & Bill of Quantities (in next presentation)

2. Questions & Answers



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Instruction to Bidders

- Language of Bid: English
- Conditions for Submitting Bid for Parts or sub-parts of the Total Requirements: Not allowed
- Conditions for Submitting Alternative Bid: Shall be considered and based on below conditions:
 - Only if the offer meets the base case (i.e., what is originally required by UNDP in this ITB in terms of material quality which equivalent to the requirement).
 - UNDP shall only consider the alternative bid offered by the Bidder whose Bid for the base case was determined to be a responsive Bid that offers the total lowest price.
- Period of Bid Validity: 90 days after submission deadline



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Instruction to Bidders

- Instruction to Bidders: Required
 - Amount: USD 8,000
 - Bank Guarantee (See Section 8 for template)
 - Any Bank-issued Check / Cashier's Check / Certified Check (**certified by bank**)
 - Validity of Bid Security: **120 days** from the last day of submission
 - Money submission is not allowed
- Advance payment upon signing of Contract: Not allow
- Preferred Currency of Bid and Method for Currency conversion: United States Dollars (US\$)
- Liquidated Damages: Will be imposed under the following conditions
 - Percentage of contract price per day of delay: **0.3%**
 - Max. no. of days of delay: **30 calendar days**
 - After which UNDP may terminate the contract



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Instruction to Bidders

- Performance Security: Required (amount 10% and as per template in Section 9)
- No. of copies of Bid that must be submitted : 1 original & 1 copy
- Maximum Expected duration of contract: 1 June 2017 to 30 July 2017 (2 months)
- UNDP will award the contract to: only one bidder
- Deadline for submitting requests for clarifications/questions: 2 days before the submission deadline to email: dalis.heng@undp.org and procurement.kh@undp.org
- Bid submission address: UNDP Cambodia, Registry Office (Building No. 3), No. 53, Pasteur Street, Boeung Keng Kang I, PO Box 877, Phnom Penh, Cambodia
- Deadline for submission of bid: **17 May 2017 by 11:00 a.m., local time.**
Late bid will be rejected.
- Manner of Submitting Bid: Courier/Hand Delivery
- All Supplemental Information to this bidding will be uploaded on http://procurement-notice.undp.org/view_notice.cfm?notice_id=37375



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Criteria for the Award and Evaluation of Bid

Award Criteria

- Non-discretionary “Pass” or “Fail” rating on the detailed contents of the Schedule of Requirements and Technical Specifications
- Lowest price offered of technically qualified/responsive bid
- Compliance on the following qualification requirements:

Stage 1: Mandatory Pass/Fail Criteria

Bidders must meet all the following mandatory Pass/Fail criteria to qualify for Stage 2 of the bid evaluation:

Mandatory Pass/Fail Criteria	Compliance (Yes/No)
Bidder shall be based and has the business license operating its business in Cambodia.	
Submitted Bid Security in the amount of USD 8,000	
Duly signed and completed Form in Section 4 (Bid Submission Form)	



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Criteria for the Award and Evaluation of Bid

Stage 2: Bid Evaluation Criteria

- ☒ Professional experience in architectural, engineer and construction service in Cambodia
- ☒ Experience in providing similar services to other International Organizations and/or Commercial Companies
- ☒ Minimum 2 similar scope of projects undertaken over the past 3 years
- ☒ Full compliance of Bid to the Technical Requirements in the Bill of Quantities (including workmanship and quality of material)
- ☒ Appropriateness of the Implementation Timetable to Project Schedule.
- ☒ Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's report for the past two years. The Quick Ratio should be $\Rightarrow 1$
- ☒ Qualification of Key personnel to be assigned to the contract.
 - One Civil Engineer/Team Leader: at least Bachelor degree in architect or other related fields with minimum 2-year experience in managing interior fitting-out work or related works.
 - One Site Manager: at least Bachelor degree in architect or construction-related subjects with minimum 2-year experience as the site manager and have knowledge of construction material.
- ☒ Compliance with UNDP schedule of requirements (Section 3).
- ☒ Compliance with UNDP General's Terms and Conditions for contract (Section 10).



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Post qualification Actions

- ☒ Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed Company
- ☒ Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder;
- ☒ Testing and sampling of completed goods similar to the requirements of UNDP, where available; and
- ☒ Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.



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Required Documents that must be Submitted

- ☒ Bid Security in the amount of USD 8,000;
- ☒ List of previous contracts executed in the last three years; (Minimum two similar contracts executed and successfully implemented);
- ☒ C.Vs of the project personnel including the qualification and experience of the Team Leader, Site Manager and all other personnel to be assigned to the works;
- ☒ License: copy of business registration, VAT certificate ,valid patent certificate to operate in Cambodia and article of incorporation;
- ☒ Latest Audited Financial Statement (Income Statement, Balance Sheet and Cashflow statement) including Auditor's Report for the last *two years*;
- ☒ Statement of Satisfactory Performance from the Top *three* Clients in terms of Contract Value executed during the past three years (if applicable).
- ☒ Duly signed and completed Forms in Section 4, 5, and 6 including Detail of Projects in Hand/In Progress as per Form 1 and Implementation Timetable of the project as per Form 2.
- ☒ Properly filled-in Priced BOQs as per the format with company stamp and signature in Section 7 (Annex 2).
- ☒ Sample of critical materials including MDF and MFC and product catalogues.



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Schedule of Requirements

- Please carefully review Page 24 – 28 of the Invitation to Bid Document

Importation Points:

- Bidders shall submit complete details of specifications of all materials offered addressing the Bill of Quantity (BOQ) attached to the ITB. All documentation or brochures shall provide reference to the BOQ item number.
- Any design, the quality of materials and articles intended to be supplied for use on the Works are to be approved by the UNDP engineer prior to their use in the works
- Defects Liability Period: 12 months and upon final acceptance of works certified by UNDP engineer, retention amount is 10% of the total contract amount
- Programme and Weekly Report: The contractor shall submit to the UNDP engineer the weekly report by every Thursday.
- Monthly Report: The contractor shall provide three sets of 8x10 printed progress photos properly mounted for use in a monthly report format to be agreed with the engineer. The contractor shall also provide an A3 color print out of the progress monitoring against the approved contract programme by end of the month. The programme at minimum shall illustrate planned work against actual achieved sets shall be provided.
- Meeting: The Contractor will be required to attend the site meetings, progress meeting and all meetings requested by UNDP and/or UNDP engineer.



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Schedule of Requirements

Minimum Qualification of Key personnel to be assigned to the contract:

The focal points who are assigned for contract execution should have the following minimum qualifications:

One Civil Engineer/Team Leader:

- At least Bachelor degree in architect or other related fields
- Minimum 2-year experience in managing Interior fitting-out works or related works

One Site Manager:

- At least Bachelor degree in architect or construction-related subject.
- Minimum 2-year experience in the industry as the site manager.
- Have Knowledge of construction material



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Schedule of Requirements

Payment Terms:

- 10% of the total contract shall be paid upon completion and approval of M&P (Drawing by Hong Kong Land)
- 20% of total contract shall be paid upon completion and approval of installation of network cabling, M&E (works, floors and partitions)
- 50% of total contract shall be paid upon completion and approval of fitting out including all construction and furniture
- Retention: 10% of the total contract shall be paid after 6 months from the date of certification of substantial completion (Defect Liability Period). During this period, the contractor shall be responsible to rectify any defects that become apparent in the Interior Fit out Works.

Payment will be made within 30 days after receipt of the original invoices and acceptance of works certified by Country Director, UNDP Cambodia.

The total price proposal shall be lump sum for the carrying out the whole of the works in conformity with the Drawings, specification and all conditions of contracts. There will be no adjustment to the contract sum for the fluctuation of labour cost, material costs or others.

No claim for additional cost or extension of the contract period will be allowed on the grounds of ignorance of the conditions under which the work is to be carried out.



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Schedule of Requirements

Compliance with Hong Kong Land Regulation

Insurances- Contractors are required to hold “Public Liability and Workmen Compensation” not less than USD1 Million and “all risks” not less than USD 1 Million. This includes its sub contractor. Fire insurance should be under all risk insurance

- Additional cost will be incurred by the Contractor for reviewing or modification of MEPF system by required nominated contractor consultant at fee US\$2.5/sqm.
- Contractors are required to pay a refundable fit-out deposit to building Management to insure that all of the requirements nominated within this fit-out guide have been met. It may also be used to cover costs incurred in achieving compliance with this fit-out Manual if the responsible contractor fails to comply.
- The fit-out deposit shall be equivalent to USD \$10/sqm or USD \$3,000 whichever is higher. This amount shall be paid by direct deposit or bank guarantee.
- The fit-out deposit will be refunded to the Contractor 30 days after the satisfactory completion of the fit-out/alteration works. The amount refunded shall be equal to the original amount deposited, free of interest and less any sum payable to Building Management due to any damage and/or loss to the Building or due to any violations incurred by the Tenant’s Contractor(s).
- Following the completion of the fit-out, a fit-out inspection shall be carried out together with the Hongkong Land Building Management team.

(All detailed information regarding to the Management Regulation of Hong Kong Land_Fitting Out_Alterations_Reinstatement is available on the website)



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Price Schedule Form

- Contractor shall check formula, any errors and measure all required items and quantities as per drawing and can propose its quantities based on its measurement
- Bidders shall review the required items which are required by HKL (as mentioned in the Bill of Quantities).
- The contract award is based on the total lump sum price proposal for the carrying out the whole of the works in conformity with the Drawings, specification and all conditions of contracts. There will be no adjustment to the contract sum for the fluctuation of labour cost, material costs or others.
- Bidders to provide some samples along with the bids.



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Thank you 😊
Q & A