**ITB UNDP HIST 010-17**

**Design and Construction of a new Central Warehouse MSL Phase II – Lusaka**

**Pre-bid meeting minutes**

**Date: 24th July 2017**

**Location: Medical Stores Limited**

**Present:**

(See attached attendance register)

**Matters arising:**

1. Bid Security payments
* Bidders wanted to know what happens to the bid security sums (cheques) already submitted in the initial tender published. Do they still applies or should be collected from the Country Office? (clarification to be posted on the website)

The bid securities submitted in the initial tender published will be returned to the bidders.

* Secondly, was the first tender cancelled or it still applies? (clarification to be posted on the website)

First tender is cancelled.

* Bidders were informed that the procedure for submitting bid security is through the Country Office

**The Bid Security, as stated in the ITB DS no. 23, must be submitted through the Copenhagen Office.**

United Nations Development Programme

UNDP, 4th floor

Att. Procurement Support Office

Bid / Tender Unit

Marmorvej 51,

2100 Copenhagen Ø, Denmark

* All bidders encouraged to follow the bid security form as per tender document
1. **Clarifications**

|  |  |  |
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|  No. | Query  | Clarification  |
|  | What happens to the bids and bid payments security sums that had been submitted when phase II was initially advertised early this year? Do they still apply for this tender or they are cancelled  | They do not apply. The bid security will be submitted to their respective bidders. |
|  | Bidders requested that all extensions to closing dates or notices be posted at least 3 days before due date. In the past extensions were done without enough notifications to the bidders  | We always post notifications with minimum one week before due date. |
|  | Specialized installations are not measured or quantified. Why? Example equipment such as registration units or shavings are mentioned but no quantities given.  | There are no shelving or racking for the main store; these are provided by other donors.  |
|  | The surface area that is supposed to be covered by the hard stand isn’t clear in the bid document. Bidders requested for more information on area (square meters) to be covered by the hard stand  | The area shown in light green for hard standing on the attached schematic is 5109sqm.[[1]](#footnote-1) |
|  | Instructions on how to upload biding documents are not clear. Sending attachments through email address has a challenge to the bidders. Request was made if documents can be uploaded through a drop down or uploaded on a link  | 1. Electronic submission of Bid (preferred manner)
* *Official Address for e-submission:* ***pso.bidtender@undp.org***
* *Format : PDF files*
* *Max. File Size per transmission: 4.5 Mb*
* *Note that there is no restriction to number of files to be transmitted. Offers can be divided in several files provided they are each smaller than 4.5 Mb and that they are all received in the above stated email address before the stipulated deadline.*
* *No. of copies to be transmitted : 1*
* *Mandatory subject of email: UNDP Mandatory subject of email: ITB UNDP HIST 10-17 Design and Construction of a Central Warehouse MSL Phase II.*
1. Courier/Hand Delivery (optional)

In **case hard copy** offers are submitted:1. Original: one (1)
2. Copies: two (2), in addition to **two (2) soft copies on USB and/or CD/DVD**

IMPORTANT: Submissions must be identical and include all required documents. In the event of any discrepancies the “original proposal” submitted in hard copy shall govern. |

1. **Submission of bids – address**

The bid submission address is:

United Nations Development Programme

UNDP, 4th floor

Att. Procurement Support Office

Bid / Tender Unit

Marmorvej 51,

2100 Copenhagen Ø, Denmark

For electronic mail submission, it is:

pso.bidtender@undp.org

**NOTE: REQUEST WAS MADE TO INCLUDE A DROPDOWN ON HOW TO UPLOAD DOCUMENT; Feedback to be provided online**

1. **Submission deadline**

Submission of bids is **Friday 11th August 2017 10:00 AM Copenhagen Local Time (CET)**.

Bidders expressed concern that extension to deadlines are not given adequate notice. They requested for three days’ notice extensions even extensions to submission dates

1. **Tender opening and Submission**

**Location:**

United Nations Development Programme

UNDP, 4th floor

Att. Procurement Support Office

Bid / Tender Unit

Marmorvej 51,

2100 Copenhagen Ø, Denmark

Any bidder that intends to participate in the public bid opening shall notify Arvis Vilcins (arvis.vilcins@undp.org) at least 24 hours in advance.

1. **Project duration**

The expected time frame for completion of the works is envisaged to be a maximum of 12 months. Projected start date is October 2017 to October 2018

1. **Site visit**

Bidders were taken on a tour of the site to familiarize themselves with the location and characteristics of the site the warehouse is to be constructed.

Arrangements for such visits can be made on ad-hoc basis during the period from tender publication to deadline for submission of offers.

Bidders can contact the following personnel for an appointment to visit the site:

Mr. Timothy Sakala

Projects Officer - Medical Stores Limited

timothy.sakala@medstore.co.zm

1. See Attachment Graphic I [↑](#footnote-ref-1)