

ITB UNDP HIST 21-17

Construction of Prefabricated Pharmaceutical Storage Units in Zambia.

**Minutes of Pre-bid meeting held at 10:00am on 4 October 2017 at
Ministry of Health PMU**

Introductory Remarks:

Participants were welcomed and given the opportunity to introduce themselves.

Participants were advised that the agenda of the meeting was to provide clarifications relating to invitation to bid for the Construction of Prefabricated Pharmaceutical Storage Units in Zambia.

Participants were encouraged to ask as many questions as possible ahead of their submissions and further told that the minutes will be shared on the UNDP corporate website.

1. Matters Discussed

The background to the construction of prefab district stores in Zambia to be operated by the District Medical Officers of the MoH was shared.

It was noted that from the previous advert July 2017, 3 bids were received and all the 3 were found to be non-responsive. As such the procurement has to be re-tendered re-advertised, taking into consideration comments received from other potential bidders.

The re-advertised invitation to bid (ITB) was split into 4 lots based on geographical location.

Bidders are allowed, at their option, to bid for individual lots or for any combination of lots, but in each case bidders must quote for all (100%) the items and in the quantities specified in each lot. Bids not quoting for all (100%) items and in the quantities specified in a lot will be considered as non-responsive.

Participants were informed that full details pertaining to the invitation to bid will be posted on the UNDP corporate website.

Participants were advised as follows:

- Bidders needed to conform to the requirements in the ITB document for administrative, technical and financial requirements. A failure to comply with these requirements may lead to disqualification.
- The tender process will be governed by UNDP procurement principles of fairness, integrity and transparency.

- The 3 Phases involved in the evaluation process would be – Preliminary evaluation, technical and financial, including post qualification requirements.
- The project is time bound and was expected to be completed by end of February 2018. Late submissions will not be accepted and as such, participants were advised to prepare their submissions early to avoid late bids.

2. Project Requirement (Questions and Answers Session)

A thorough explanation of the project requirements under the ITB for construction of prefab district stores in Zambia was presented to the participants.

Clarifications:

No.	Question	Answer
1	What was wrong with failed submission?	The details are confidential we cannot share information on another companies bid.
2	Bidder security pg 21 DS 10 and 11	No bid security is required.
3	In TB Doc Building structure page 51, 1.1.1 Chromadek fluted panel cream material described in the ITB is not found on the market particularly in RSA, are bidders allowed to quote using another material	This material is available in SA according to our information. But in any case, if the bidder can propose a deviation with equivalent technical specification and will need to provide proof of the equivalence.
4	BOQ seem incomplete BOQ not corresponding with drawings We are concerned about omitted items	Any items that has been left out in BOQ doc, should be included with a note if it is part of component of complete system e.g solar equipment However, do not change the lines and descriptions in the BOQ, just insert the total sum and then add a foot note for additional quantities against those perceived to be insufficient.
5	Where is the location of the battery and solar equipment since not indicated in ITB?	The battery and inverter is to be installed in the office. The panels on the roof.
6	Performance Security from insurance or from bank?	Bank security will be required for performance. No bid security is required.
7	Evaluation criteria	The 3 Phases involved in the evaluation process – Preliminary evaluation, technical and financial after including post qualifications requirements. Evaluation criteria in bid doc will not be altered.
8	Cromadec building structure in doc is and Are alternative provisions acceptable	See above under 3

9	Primary source of power is solar	Not expected to facilitate connection from main grid. Client will complete final connection However, contractor is expected to complete the internal electrical connection wiring to a switch box of the building so that the final connection is ' plug and play '
10	a. In delivery terms which INCOTERMS will apply? b. Freight costs distance from supplier to site	DAP Customs clearance in Zambia will be facilitated by UNDP...UNDP to be Consignee on all shipping docs. Handling costs are vendor's responsibility Sea and land (Hill and Delamain (Z) There contacts are: Mr. Wise Matuta Email address is; Lusaka.manager@hdccargo.co.zm Telephone direct: + 260-211-286518 Cell : + 260 977 640216 Sites are indicated in Bid doc. Google maps should facilitate information on distances
11	BOQ and Drawings not corresponding 1.2.5 – Air conditioning Annex 3 2.1.7 Doors & Grills 1.3 Installation – roller doors Where should be roller	No. In day time total need of energy is supposed to be 80% of required energy in 6 hrs. The use of energy efficient air-conditioning is important. Security door - grills. Roller door or shutter should roll upwards.
12	Question on Ceiling panels, lighting and distances between AC and ceiling	There is in principle no ceiling required with chromadec panels as this is sufficient for insulation. LED lights are required in between the racks. AC height is not important as the area is small and well insulated; but preferably is to be installed as high as possible without interfering with the racking.
13	Shutter door where it is to be installed	Is clearly indicated in the drawing as it is the only access to the storage area.
14	Powering of AC should it be plug	Plug socket for the air conditioner should be supplied by the contractor. Normal low energy consuming air-conditioning with a high EER.

15	Sub-Contractors	<p>Allowed sub-contracting of 50% of works.</p> <p>The minor earthworks and slab preparation would normally be done by a local contractor and this was shown in two parts in the technical description (see attached – site preparation).</p> <p>The lot refers to a Location. All Works for each specific lot are to be priced by bidder who is bidding for that lot including all associated civil works. (e.g. Kazungula – Bidders must bid for all the civil and supply works for this location). A bid will be considered incomplete if only the supply part is priced without pricing the associated civil works.</p>
16	Form 12 – Financial strength	<p>Cash credit – Letter from Bank</p> <p>Letter of credit</p> <p>Prove financial status by e.g. financial statements</p>
17	<p>Zambian supplier available.</p> <p>Tender eliminates local capacity building – COMPACT document.</p> <p>GOVT, MOH to be clear about local entity preference zero exemption.</p>	<p>There will be no preference for local suppliers</p>
18	Any drawings?	No.

In conclusion, participants were advised that minutes will be publicized on UNDP corporate website for transparency.

Participants were encouraged to participate in the bid and send proposals timely.