

United Nations Development Programme COPENHAGEN		<div>Skype Call Conference Minutes</div> <div> ITB HIST-031-2017: Establishment of a Long-Term Agreement (LTA) for the supply, delivery, commissioning of, and training for warehouse materials handling equipment. </div> <div>DATE: 15 Nov 2017</div>
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1. Objectives of the pre-bid meeting

The objectives of the meeting are to familiarise bidders with the procurement process and to clarify any question about the Tender.

2. Questions and answers from the meeting:

Item #	Question & Answer Session	
	Question	Answer
1	<p>Could we offer a design change to the warehouses (this question was not specific to the MHE bid)?</p>	<p>The construction of these buildings is already underway, designs are complete. The supply of equipment has been split into three separate tender documents - storage structures, MHE and conveyors. There can be no changes to the building designs which have been approved and under construction.</p> <p>The bid is for supply of the MHE – not the design. The Engineer asked about the support of the equipment and they agreed that they will be providing that as well.</p> <p>The building cannot be altered, it was asked if the fit out is fixed and was advised that they are and that the bidders have to adhere to the MHE Contract.</p>
2	<p>Could we tender on all three bids as one solution?</p>	<p>Each tender has to be bid separately. The documents allow bidders to offer an alternative but alternative cannot interfere with the structure of the building.</p>
3	<p>Could the bid for MHE be offered for some of the equipment only?</p>	<p>As per ITB, Partial bids may be considered but preference will be given to providers of all equipment requirements.</p>

		<p>The Engineer – if the question is around the MHE document there are various types of lift tucks – it is in the interest of the operating companies in terms of support and services for the bidder to offer the full range specified. If you wish to just offer reach trucks for example you can do so but the bid was sent out for all the moving equipment from a single supplier. All suppliers to ensure that the manufacturers brochure specification sheets are submitted with the return.</p>
5	Are we allowed to do an assessment of the warehouse?	Some warehouses are under construction but the sites could be visited. There is not a finished warehouse to view which is why the drawings accompany the LTA.
6	Are all sites under construction?	Some are under construction and the others the contracts are being awarded. UNDP will submit a timetable showing warehouse completion for all sites.

The LTA would be in place for 2018/19.

There are other warehouses being constructed that have equipment of identical specifications. See table below showing expected completion dates of all warehouses in the distribution network to date with the warehouses not covered in this tender document shaded in gray.

Site	Expected Construction Completion Date
Harare (Zimbabwe)	December '18
Masvingo (Zimbabwe)	June / July '18
Mutare (Zimbabwe)	Estimated May '18
Chipata (Zambia)	January '18
Choma (Zambia)	January '18
Mansa (Zambia)	May '18
Mpika (Zambia)	January '18
Guinea Bissau	September '18