

Minutes of the pre-bid conference
July 11, 2018, 11.00 AM, Belarus, Novogrudok, 30 Katoŭskaha St.

**on the technical matters of the preparation and submission of documents as part of the
Request for Proposal for the implementation of works and supply of the equipment for the
street lighting modernization in Novogrudok**

(Request for Proposal RFP/BLR/Green Cities/384/2018 of July 6, 2018)

- 1 **Question:** The Terms of Reference provide for the supply of the same control cabinets both for the LED luminaires to be procured and the existing street lighting inventory of LED, sodium and mercury vapour luminaires. Is it possible to obtain the list of functions of the control system for sodium and mercury vapour luminaires, so that one could propose a "simplified" design of control cabinets for the sodium and mercury vapour luminaires?

Answer: The technical specifications provide for the supply of the same street lighting control cabinets both for the LED luminaires to be supplied and the existing street lighting inventory. Should Novogrudok RUE "Housing & Utilities" replace the sodium and mercury vapour luminaires with LED luminaires in future, it is assumed that the LED light fixtures that will be purchased will be compatible with the control system procured as part of this Request for Proposal, and no subsequent upgrade of the control cabinets is provided for. Until the planned replacement of the existing street lighting inventory of LED, mercury and sodium vapour luminaires, the control system for the existing LED, mercury, and sodium vapour luminaires to be supplied by the Contractor as part of this bidding procedure will function in a limited mode.

For the information of the bidders we additionally inform you that out of the existing 1779 luminaires used for street lighting in Novogrudok, as indicated in Annex 3 to the Terms of Reference: 1) 772 LED luminaires will be replaced by Novogrudok RUE "Housing & Utilities" with LED luminaires within two years, 2) 653 DNaT-type sodium vapour and 354 DRL-type mercury vapour luminaires will not be replaced with LED luminaires earlier than in 5 years time.

- 2 **Question:** Is it possible to submit a proposal providing for the control and data transfer from LED luminaires not only through PLC channels but also through GSM and radio channels?

Answer: Due to big elevation differences of the relief in Novogrudok, smooth and high-quality remote control and data transfer from LED luminaires using radio channels cannot be warranted. That is why, the use of radio channels for this purpose is not considered. Technical solutions involving PLC or GSM channels for LED control and data transfer are considered acceptable. The specification of the street lighting control system will be made more specific and broadened to cover the use of GSM channels.

The amended Terms of Reference with the changes specified in the Amendment to the Request for Proposal (RFP) will be published along with the bid announcement and mailed to all potential bidders.

- 3 **Question:** The Terms of Reference specify that the luminaire should be designed to provide function of tool less opening of the luminaire compartment where the power supply unit and

other electrical devices are placed. Is it possible to supply luminaires that require a tool for opening this compartment?

Answer: It is acceptable to supply luminaires designed to allow the opening of the luminaire compartment where the power supply unit and other electrical devices are placed both without a tool and with a tool.

The amended Terms of Reference with the changes specified in the Amendment to the RFP will be published along with the bid announcement and mailed to all potential bidders.

- 4 **Question:** If during an inspection of lighting towers by the company, defects of lighting towers or lack of feeder cables are detected, should the company include in its proposal the costs of the lighting tower repairs / cable replacement?

Answer:

The bidders are encouraged to get acquainted with the sites where the luminaires and control cabinets are to be installed to ensure an optimum calculation of maintenance costs during the indicated warranty period (planned maintenance according to the maintenance program submitted by the bidders as a part of the Proposal in accordance with paragraph 2.1 of Form E of Section 6: "Returnable Bidding Forms / Checklist").

However, in the preparation of the tender proposal one should be guided by the Terms of Reference and the equipment specification / financial proposal form strictly following the guidelines contained in the documents of the RFP.

If during the performance of works specified in the contract, additional works (for example, in case of detecting a defect of lighting towers onto which the Contractor's equipment is to be installed) are proved necessary and approved by UNDP project engineer, UNDP along with Novogradok RUE "Housing & Utilities" will decide whether to perform additional works using the resources of the Contractor as part of an additional agreement with UNDP, or using the resources of Novogradok RUE "Housing & Utilities" outside of the contract with the Contractor. At the stage of the proposal preparation, additional costs not specified in the Terms of Reference of the RFP should not be included in the amount of the proposal.

- 5 **Question:** In Section "Financial Standing" of Form D, Section 6: "Returnable Bidding Forms / Checklist" it is required to provide information about annual turnover for the last three years. If the proposal is submitted by a company that employs subcontractors for the performance of works, should this form contain information about the annual turnover of the main company or the cumulative annual turnover of all involved parties (company and subcontractors)?

Answer:

In case of the performance of a part of works by subcontractors, which fact should be stated in Form C "Joint Venture/Consortium/Association Information Form" of Section 6 of the RFP, Form D "Qualification Form" of Section 6 of the RFP with attached copies of financial statements / certified balance sheets for 2015-2017 is to be completed only by the main company in whose name the proposal is submitted and with whom a contract with UNDP is planned to be entered into, subject to winning the tender.

When considering the proposals, only the average annual turnover of the main company in whose name the proposal is submitted is taken into consideration (even in case of the performance of a part of works by subcontractors). The annual turnover must not be less than USD 300,000 over the last three years.

This requirement will be specified in more detail in the proposal submission templates and will be published and mailed to all potential bidders along with the amended Terms of Reference based on the Amendment to the RFP.

- 6 **Question:** Is it possible prior to the submission of a proposal to visit the place where the luminaires and the control system are to be installed in Novogrudok and obtain necessary technical data from the staff of Novogrudok RUE "Housing & Utilities"?

Answer: The bidders are encouraged to find out more about the sites where the 400 luminaires are to be mounted and where the control cabinets are planned to be installed. However, visiting the site and receiving additional technical data related to the contract tendered are permitted exclusively upon written request sent by email to the UNDP address indicated in the RFP (according to paragraph 12 of Section 3 "Bid Data Sheet").