

Pre-Bid Meeting Minutes

GCF funded Project on “Climate Resilient Integrated Water Management Project”

Implementing Partner: Ministry of Mahaweli Development and Environment

Pre-bid Meeting Minutes for Supply and Delivery of 5 m3 and 2 m3 capacity vertical Polyethylene (PE) water tanks	
Date & Time:	16 August 2018 (0930 to 1100hrs)
Location:	FAO Conference Hall No. 200 Baudhaloka Mawatha Colombo 7
Subject:	To explain the Solicitation document, clarify bid requirements to prospective bidders
<u>Attendees:</u>	<p><u>Officials from UNDP Procurement Division:</u></p> <ol style="list-style-type: none"> 1. Mr. Chanaka Liyanage, Head of Procurement, UNDP 2. Ms. Sripalee De Silva, Operations Assistant – UNDP Procurement <p><u>Officials from the UNDP GCF Project:</u></p> <ol style="list-style-type: none"> 1. Dr. Buddika Hapuarachchi 2. Eng. Sajjan Jayasiriwardana, Technical Specialist (Drinking Water) 3. Eng. Asoka Ajantha, Technical Coordinator 4. Mr. Sujeewa Ratnayake – Procurement Associate

Introduction

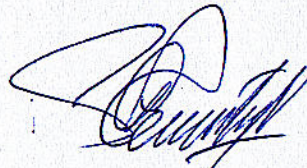
Mr. Chanaka Liyanage explained the requirements mentioned in the solicitation document and requested the bidders to come up with the clarifications /Questions with regard to advertised procurement. Following points were discussed.

- **Section 6** of the solicitation document was briefed specially on official requirements/overall background and documents required to attached for quotation when submitting.
- All bidders were informed that this tender is open for international market as well.
- Further reminded bid closing date and time i.e. 29th August 2018, 1430hrs.
- The evaluation criteria were explained and informed that the lowest bidder will not be successful bidder if they are not confirming to specifications laid down in the solicitation document.

- Delivery of 5 m³/2 m³ capacity vertical Polyethylene (PE) water tanks were discussed and informed the necessity of delivery same to beneficiary's houses/residents within the DSD. The Supplier will deliver either 01No. 5 m³ Tank or 02 No.s 2 m³ Tanks. Further informed that the exact GPS coordinates for delivery locations will be provided to Successful bidder. The field officers of the Project will assist the Supplier to deliver the Tanks to each beneficiary's house/resident.

- UNDP quality assuring team will be visiting the factory to confirm and verify the documentary evidences of the Certificates and also during manufacturing process to ensure the quality of the product.

The selected supplier will be responsible to Technical Advisor(DRR) of the UNDP Technical Team or their nominated representatives for the supply and timely delivery. The selected supplier shall provide a delivery program within one week after the award of contract.



Sujeewa Ratnayake

Procurement Associate, UNDP-GCF Project