

Pre-Bid Meeting Minutes

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

Implementing Partner:

Ministry of Mahaweli Development and Environment

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| Pre-bid Meeting Minutes for Selection of a Service Provider/s to Provide Survey, Design and Construction Supervision of Rural Water Supply systems for drinking water in Anuradhapura, Kurunegala, Puttlam and Vavuniya Districts - RFP/UNDP/GCF/2018/14 | |
| Date & Time: | 27 August 2018 (0930 to 1300hrs) |
| Location: | FAO Conference Hall No. 200 Baudhaloka Mawatha Colombo 7 |
| Subject: | To explain the Solicitation document, clarify bid requirements to prospective bidders |
| Attendees: | <p><u>Officials from UNDP Procurement Division:</u></p> <ol style="list-style-type: none">1. Mr. Chanaka Liyanage, Head of Procurement, UNDP2. Ms. Nilmini Jayatilake, Procurement Associate - UNDP Procurement3. 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. Eng. Sajjan Jayasiriwardana, Technical Specialist (Drinking Water)2. Eng. Asoka Ajantha, Technical Coordinator3. Mr. Sujeewa Ratnayake – Procurement Associate - GCF |
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Introduction

Ms. Nilmini Jayatilake 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.

- All the sections in the RFP solicitation document was briefed and following changes were made to the solicitation document.

| Section | Reference/Clause | Before Change | After Change (should read as) | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------------------|--|--|--|--|-------------------|-----|--------------------|----|-----|---------------------------|----|-----|--------------------------|----|--|--|--|-------------------|-----|--------------------|----|-----|---------------------------|----|-----|--------------------------|----|
| Section 3. Bid Data Sheet | BDS No. 6 | Bank Guarantee (See Section 8 for template) | Bank Guarantee (See Section 6 for template) | | | | | | | | | | | | | | | | | | | | | | | | |
| | BDS No. 14 | 3rd September 2018 2pm Sri Lanka Time | 10 th September 2018 2pm Sri Lanka Time | | | | | | | | | | | | | | | | | | | | | | | | |
| | BDS No. 14 | Courier/Hand Delivery- All submission shall be accompanied with a soft copy in a CD and three hard copies of the Technical proposal | Courier/Hand Delivery- All submission shall be accompanied with 1. Technical proposal - one original hard copy and one duplicate hard copy and one soft copy in a CD 2. Financial Proposal – One original hard copy only | | | | | | | | | | | | | | | | | | | | | | | | |
| | BDS No. 17 | Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%. | Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%. Lot 01 and lot 02 shall be evaluated separately | | | | | | | | | | | | | | | | | | | | | | | | |
| Section 4. Evaluation Criteria | Previous Experience | Minimum 03 contracts of similar value, nature and complexity implemented over the last 03 years. | Minimum 03 contracts of similar value, nature and complexity implemented over the last 05 years. | | | | | | | | | | | | | | | | | | | | | | | | |
| Section 4. Evaluation Criteria | Section 1. Bidder’s qualification, capacity and experience | <table><tr><td></td><td></td><td>Points Obtainable</td></tr><tr><td>1.1</td><td>Technical Capacity</td><td>80</td></tr><tr><td>1.2</td><td>Financial Capacity/Status</td><td>70</td></tr><tr><td>1.3</td><td>Experience and expertise</td><td>50</td></tr></table> | | | Points Obtainable | 1.1 | Technical Capacity | 80 | 1.2 | Financial Capacity/Status | 70 | 1.3 | Experience and expertise | 50 | <table><tr><td></td><td></td><td>Points Obtainable</td></tr><tr><td>1.1</td><td>Technical Capacity</td><td>80</td></tr><tr><td>1.2</td><td>Financial Capacity/Status</td><td>90</td></tr><tr><td>1.3</td><td>Experience and expertise</td><td>80</td></tr></table> | | | Points Obtainable | 1.1 | Technical Capacity | 80 | 1.2 | Financial Capacity/Status | 90 | 1.3 | Experience and expertise | 80 |
| | | | Points Obtainable | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.1 | Technical Capacity | 80 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.2 | Financial Capacity/Status | 70 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.3 | Experience and expertise | 50 | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Points Obtainable | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.1 | Technical Capacity | 80 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.2 | Financial Capacity/Status | 90 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.3 | Experience and expertise | 80 | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Section 3. Management Structure and Key Personnel | 3.2 Engineers (based in the project areas) Civil Engineering (B.Sc.) or equivalent, specialized in irrigation with minimum 3 years’ experience, or | Engineers (based in the project areas) Civil Engineering (B.Sc.) specialized in water supply, with minimum 3 years’ experience, or | | | | | | | | | | | | | | | | | | | | | | | | |

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|--|---------------------------------|---|---|------------|-----------------------------|--------------------------|--|--------------------------|------------------------|--------------------------|--|--------------------------|---|--------|------------|-----------------------------|--------------------------|--|--------------------------|------------------------|--------------------------|--|--------------------------|
| | | Civil Engineering (NDT or equivalent), specialized in irrigation with at least 6 years’ experience. Having work experience in RWS sector is an advantage. | Civil Engineering (NDT or equivalent), specialized in water supply with at least 6 years’ experience. Having work experience in RWS sector is an advantage. | | | | | | | | | | | | | | | | | | | | |
| | | 3.5 Engineering Assistants (based in the project areas) Civil Engineering (NDT or equivalent), specialized in, irrigation with minimum 3 years’ experience, or Civil Engineering (NCT or equivalent), specialized in irrigation with minimum 5 years’ experience | Engineering Assistants (based in the project areas) Civil Engineering (NDT or equivalent), specialized in water supply with minimum 3 years’ experience, or Civil Engineering (NCT or equivalent), specialized in water supply with minimum 5 years’ experience | | | | | | | | | | | | | | | | | | | | |
| Terms of Reference | 5.CONTRACTOR’S RESPONSIBILITIES | 5.1.3. d. Similarly prepare Feasibility Reports for each Water Purification and Treatment Units to Existing Community Managed RWS based on the output of the Item 4.1 above and submitted for appraisal of the NWSDB and DNCWS. These Reports should clearly indicate the agreed community contributions by CBOs for each scheme | 5.1.3. d. Similarly prepare Feasibility Reports for each Water Purification and Treatment Units to Existing Community Managed RWS based on the output of the Item 5.1 above and submitted for appraisal of the NWSDB and DNCWS. These Reports should clearly indicate the agreed community contributions by CBOs for each scheme | | | | | | | | | | | | | | | | | | | | |
| | 6.EXPECTED OUTPUTS | 6.1.3 <table><tr><td>Output</td><td>submission</td></tr><tr><td>1. Feasibility Study Report</td><td>By 02nd Week</td></tr><tr><td>2. Detailed Designs, Specifications and Drawings</td><td>By 02nd Week</td></tr><tr><td>3. Engineer’s Estimate</td><td>By 05th Week</td></tr><tr><td>4. Government tender documents for construction work</td><td>By 06th Week</td></tr></table> | Output | submission | 1. Feasibility Study Report | By 02 nd Week | 2. Detailed Designs, Specifications and Drawings | By 02 nd Week | 3. Engineer’s Estimate | By 05 th Week | 4. Government tender documents for construction work | By 06 th Week | <table><tr><td>Output</td><td>submission</td></tr><tr><td>1. Feasibility Study Report</td><td>By 02nd Week</td></tr><tr><td>2. Detailed Designs, Specifications and Drawings</td><td>By 04th Week</td></tr><tr><td>3. Engineer’s Estimate</td><td>By 05th Week</td></tr><tr><td>4. Government tender documents for construction work</td><td>By 06th Week</td></tr></table> | Output | submission | 1. Feasibility Study Report | By 02 nd Week | 2. Detailed Designs, Specifications and Drawings | By 04 th Week | 3. Engineer’s Estimate | By 05 th Week | 4. Government tender documents for construction work | By 06 th Week |
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| 4. Government tender documents for construction work | By 06 th Week | | | | | | | | | | | | | | | | | | | | | | |
| | 8.THE WORKFORCE REQUIREMENT | 1.1 Senior Engineer | 1.1 Senior Engineer/Team Leader | | | | | | | | | | | | | | | | | | | | |
| Section: Returnable Bidding | Form D: Qualification Form | Please list only previous similar assignments successfully completed in the last 3 years | Please list only previous similar assignments successfully completed in the last 5 years | | | | | | | | | | | | | | | | | | | | |

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| Forms / Checklist | Previous Experience | Relevant | | | | | | |
| Section: Returnable Bidding Forms / Checklist | Form G: Proposal Form | Financial | Item 1. Senior Engineer | | Item 1. Senior Engineer/Team Leader | | | |
| | Form G: Proposal Form | Financial | | | | | | |
| | | | All Inclusive cost (Total of 1+2+3+4+5) | | 6. VAT | | | |
| | | | | | 6.1 | VAT (15%) | Item | |
| | | | | | All Inclusive cost (Total of 1+2+3+4+5+6) | | | |

- All representatives confirmed that they were able to download the solicitation document from the UNDP website without any inconvenience.
- The evaluation criteria were explained and informed that Two Lots will evaluate independently as per the TOR and the contract award will be for one or two Proposers, depending on the following factors:
 - ◆ Each LOT can be separately awarded or both LOTs per to one bidder depending on Highest cumulative score per Bid and capacity to deliver both Lots simultaneously.
- Eng. Sajjan Jayasiriwardana, Technical Specialist explained the TOR and agreed to the following
 - The anticipated time gap between Phase 1 and Phase 2 is 03 Months.
 - Bid closing date and time were extended as per the request of all bidders participated for the pre-bid meeting, to 10 September 2018, 1400hrs.



Sujeewa Ratnayake
Procurement Associate,
UNDP-GCF Project