

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 Survey, Design and Construction Supervision of the upgrading of Village Irrigation Systems in LOT 1 - Aluth Halmillewa Cascade in Anuradhapura District LOT 2 - Ratmale Cascade in Anuradhapura District LOT 3 - Kadawala Cascade in Kurunegala and Puttalam Districts.	
Date & Time:	07 th November 2018 (1000 to 1130hrs)
Location:	UN Conference Hall No. 202-204, 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 <p><u>Officials from the Project:</u></p> <ol style="list-style-type: none">1. Eng. Upali Imbulana, Irrigation Specialist2. Eng. Asoka Ajantha, Technical Coordinator3. Mr. Sujeewa Ratnayake – Procurement Associate

Introduction

Ms. Nilmini Jayatilake explained the requirement mentioned in the solicitation document and requested the bidders to come up with the clarifications /Questions regarding advertised LOTs. Further she briefly explained all important matters in the Section 2, 3 & 4 in the solicitation document.

- The following matters were discussed:

- Participant informed that his company is established recently and intend to form a joint venture with another consultant company. Ms. Nilmini explained that it is permissible to bid as a joint Venture Consortium or Association and informed the requirement of JV is given in Instruction to Bidders section 14.
- She explained that bidders can bid for one or multiple LOTs conforming to the special conditions laid down in the solicitation document. i.e.
 - Separate teams should be proposed for each Lot, if applied or more than one Lot.
 - Evaluation of each Lot will be carried out separately. Therefore, each submission should contain full details/documents pertaining to each Lot.
 - Each Lot should have separate bid bonds

- One bidder will be awarded maximum two Lots
 - Financial capacity of the Bidder is assessed based on the following criteria:
Minimum average annual turnover of LKR 75 million for the last 3 years to award one LOT or Minimum average annual turnover of LKR 100 million for the last 3 years to award Two LOTs.
(For JV/Consortium/Association, all Parties cumulatively should meet requirement).
- CVs of the proposed staff and qualification certificate copies have to be submitted.
 - Bidders agreed to visit the cascades individually as per the coordinates provided and project field office will coordinate it.
 - Selected bidder needs to liaise with PMU procurement specialist when preparing government bidding documents for Cascade Construction work solicitation. Basis/scale for the cost estimate should be agreed beforehand with PMU.

Eng. Asoka Ajantha explained the scope of the currently offered work mentioned in the TOR and following were discussed.

- It is decided to carryout minimum of 6 Augur Hole testing in the tank bed area. If requirement arises for additional Augur Hole testing such requirements to be informed and requires prior approval from Technical Advisor UNDP. The cost will be covered from either Provisional Sum or contingencies.
- Representative from ECL inquired the desilting and soil testing of tanks in the forest area. It was informed that at this juncture **desilting and soil testing are not required to carry out** but, surveying of tanks must be done. Required approvals from Forest Department to carryout survey will be facilitated by the project.
- EML representative brought to notice that due the current monsoon rains in the sites all tanks are full of water. As such it will not be possible to do the tank survey in January 2019 as planned. The project will analyse the situation and decide the actual contract starting date. This will be discussed with selected service provider prior to awarding the contract.
- The bidders informed that, the allocated time will not be sufficient to complete the work. It was explained that the survey work needs to be completed to source construction companies as to complete construction work before the monsoon rain season. As such requested to deploy sufficient staff to complete work on time. It is further noted that only the minimum resource requirement is given in the TOR. The bidders are expected to identify the actual requirement and cost accordingly.
- Once the construction work of the cascade is completed, it will be handed over to responsible government authorities/ Civil societies. Selected bidder will monitor the defect liability period for a period of three months. The rest of the defect liability period will be monitored by responsible government authorities/ Civil societies.
- The whole irrigation system including irrigation canals have to be surveyed and designed. However, construction supervision and defects liability period supervision by the consultant does not include the irrigation supply canal system

- Regarding the deliverables, it was explained that the surveys should provide details to identify the FSL, HFL and BTL. However, the designed FSL, HFL and BTL will be finalized at the design stage. Therefore the relevant drawings and demarcation can be carried out at the design phase.

The Contractor will report to Project Director of the PMU and Technical Advisor(DRR) of the UNDP Technical Team or their nominated representatives. The contractor shall provide a work program within one week after the award of contract, furnish corresponding summary progress reports each week and a detailed report each month, and participate in progress review meetings.



Sujeewa Ratnayake

Procurement Associate