



Empowered lives.  
Resilient nations.

## SUPPLY OF AUTOMATIC WEATHER STATION SENSORS PRE-BID MEETING

**Reference:** ITB-FJI-03-2018

**Date:** 04 December 2018

**Time:** 3pm (Fiji Time)

**Mode:** Skype Conference

### Facilitators:

Name	Title
Ronald Kumar	UNDP Procurement Analyst
Navin Bhan	UNDP RESPAC Associate Project Manager

### Attendees:

Name	Company
Michael Burke	Coastal Environment Systems
Corinne Malot	Campbell Scientific Australia
Graham Elley / Allan Porteus	NIWA
Adam Hibbert / Simon Harrod	Vaisala

### 1.0 Introduction

The purpose of the pre-bid meeting is to educate the bidders on the UNDP Procurement process, explain the technical and administrative requirements of the ITB document and clarify bidders queries.

### 2.0 Administrative Clarifications

#### 2.1 The ITB specifies quite tight timelines. How is the liquidated damages clause put in effect as its related to delays in supplying the sensors especially delays caused by natural disasters etc.

Bidders will not be penalized without cause. If delay is caused by the bidder in carrying out the scope of work as required under the contract then this clause will be in effect. However if delays are caused by factors beyond the bidders reach such as natural disasters then UNDP will mutually discuss and consider new timelines where necessary.

#### 2.2 Clarify the reference point of shipment and incoterms used.

Reference Ports are main capital airports for each of the Pacific Islands Countries namely: Solomon Is (Honiara International Airport), Kiribati (Tarawa-Bonriki International Airport), Tuvalu (Funafuti International Airport), Nauru (Nauru International Airport), Niue (Niue International Airport), Tokelua (Tokelau International Airport), Vanuatu (Bauerfield International Airport, Port Vila), PNG (Jacksons International Airport, Port Moresby)  
The Incoterms used shall be DAP.

#### 2.3 Who will be responsible to do the customs clearance?

This will be done by the local authorities.

**2.4 What are the conditions of release of payment and how will these be made.**

UNDP does progressive payment based on achievement of outputs/deliverables. The conditions for release of payment is reflected on Section 5b of the ITB. Since the installation will be done by local authorities the conditions has been revised as follows:

- Receipt of Airway bills and Inspection upon arrival at destination
- Testing
- Training on Operation and Maintenance
- Written Acceptance of Goods based on full compliance with ITB requirements

**2.5 Since the conditions of payment is partly linked to actions to be completed by the local authorities, how will this affect the payment:**

The proposed payment schedule will be by country to and stages to ensure that one process does not hinder the progress of the other as follows:

Country	Deliverable	%
Solomon Islands	Initial advance	20%
	Upon Delivery and provision of shipping Documents	30%
	Training and on-site Testing	30%
	Final payment (upon confirmation that data ingestion into CLiDE is completed)	20%
Kiribati	Initial advance	20%
	Upon Delivery and provision of shipping Documents	30%
	Training and on-site Testing	30%
	Final payment (upon confirmation that data ingestion into CLiDE is completed)	20%
PNG	Initial advance	20%
	Upon Delivery and provision of shipping Documents	30%
	Training and on-site Testing	30%
	Final payment (upon confirmation that data ingestion into CLiDE is completed)	20%
Tuvalu	Initial advance	20%
	Upon Delivery and provision of shipping Documents	30%
	Training and on-site Testing	30%
	Final payment (upon confirmation that data ingestion into CLiDE is completed)	20%
Nauru	Initial advance	20%
	Upon Delivery and provision of shipping Documents	30%
	Training and on-site Testing	30%
	Final payment (upon confirmation that data ingestion into CLiDE is completed)	20%
Tokelau	Initial advance	20%
	Upon Delivery and provision of shipping Documents	30%
	Training and on-site Testing	30%
	Final payment (upon confirmation that data ingestion into CLiDE is completed)	20%
Niue	Initial advance	20%
	Upon Delivery and provision of shipping Documents	30%
	Training and on-site Testing	30%

	Final payment (upon confirmation that data ingestion into CLiDE is completed)	20%
Vanautu	Initial advance	20%
	Upon Delivery and provision of shipping Documents	30%
	Training and on-site Testing	30%
	Final payment (upon confirmation that data ingestion into CLiDE is completed)	20%

### **2.6 Can two suppliers combine and submit a proposal?**

Joint Consortiums is permitted if the group is legally registered and one party shall act as the lead entity. The party bidding shall not be in partnership with other bidders also submitted the same bid. Please refer to Section 2 on Instruction to bidders - clause 4 on Conflict of Interest and Clause 14 on Joint Venture, Consortium or Association.

### **2.7 Will UNDP consider extending the deadline for this ITB?**

There was an error on the bid closing date which should read as 2018 instead of 2019. The deadline for this ITB has now been extended till 14<sup>th</sup> December 2018, 11.59pm (Fiji Time).

No further extension will be granted after this deadline and bids received after will be rejected.

## **3.0 Technical Clarifications**

### **3.1 Who is responsible for the installation timeline?**

The word “**installation**” is henceforth removed from the title of the ITB as it was always intended that the bidders will only supply the technical equipment i.e., sensors, data loggers, power supply, telemetry, etc and will provide technical supervision during the installation process. The primary responsibility for the installation is with The National Meteorological and Hydrological Services with funding support from UNDP. The NMHS will lead the installation process including the initial scoping and site preparation, clearance of goods from the Port of Entry and the availability of their technical staff that will carry out the installations in the field including procuring materials for local installation and land access.

### **3.2 The timeframe allowed seemed quite limited given the other factors such as capacity and skills in the NMHS in the Pacific.**

UNDP acknowledges the concerns of the bidders however shortest delivery timelines is a preference for the supply of the equipment as stipulated in the tender document. Delays in the installation process is at the sole responsibility of the NMHS and the successful bidder will not be penalized for undue and unforeseen delays during the installation process hence the proposed payment schedule provides a greater flexibility.

### **3.3 Is the timeline listed in the ITB inclusive of freight (Air or Ship)?**

Air freight is the preferred option for all items except the mast which may have to sent on ship given size dimensions.

### **3.4 There is no mention of IT infrastructure present.**

This is stipulated P29 of ITB.

### **3.5 How will the training and Oversight be conducted – is it a classroom or handsome exercise**

A class room type training is envisaged to be conducted by the successful bidder.

The NMHS in some countries already have had prior training and knowledge hence training conducted will be mostly a “refresher” type.

**3.6 The training and installation is in the wet season hence timelines maybe affected or delays occurred.**

This was foreseen hence this will be managed on the ground by the national counterparts. No penalties will be enforced for unforeseen hindrance.

**3.7 It is noted that Inhouse training maybe required. However for some areas travel is required. Is this taken care of the NMHS or has to be costed.**

If onsite travel is required, these will be funding directly by Met office. Bidders are advised not to include any costs other than the 1 or 2 week training that have been requested in the ITB document.

**3.8 There is no mention of documentation for installation – does this need to be included with the installation manual?**

It is assumed installation manual is part of the supply of items. If there are additional cost for producing the installation manual then please state.

**3.9 In table 3 its implied that each station will have an AWS associated with a mast. What size mast will be procured and are the selected sites in compliance with WMO standards.**

Some of the sites may not be compatible to have all the sensors installed in one site. However, through this procurement we aim to procure and install as many as possible. Should there be on site difficulties that prohibit the sensors and equipment from accurate reporting, options will be to shift the site to a preferable location or utilize the additional sensors and equipment as spares. The NMHS will have the sole prerogative and will make the decision on what to install and where in due time.

**3.10 For the aviation sensors please indicate locations where those are to be installed and are their reliable power.**

It is understood that the high-end sensors specific to Aviation such as the Lightning Detector, Ceilometer and the Visibility Sensors will require a full time power/electrical connection. Given the location of some airstrips in remote outer islands, power supply could be an issue. Hence it is decided that the project will focus on the International Airports such as Henderson in Honiara, Yaren in Nauru and Alofi in Niue. Additional aviation sensors for Torres in Vanuatu and Airstrips in Butaritari, Tabuaren and Banaban can be redeployed and used in either Santo or Port Vila or in Bonriki or Christmas island respectively.

**3.11 Is there any understanding of the hydrology to the Met component as it can have several hundreds meters in between?**

Yes there is clear understanding that Meteorological Sensors and those for Hydrology are location specific and the latter is very reliant on a water source (Well, or water stream etc). In case where both cannot be co-located, then the NMHS will make a decision to separate the Met or Climate AWS from the Hydrology focused AWS.

**3.12 Please, could you confirm that the instruments manufacturers and models indicated in column 4 (Current / Standard Models) of Table 4: Description of Sensors and Specifications, are just guidelines and not the mandatory items?**

The understanding is correct. These are guidelines only (Not mandatory) to show what’s on ground and the proposed equipment’s is compatible with the network. The manufacturer/supplier is at liberty

to propose alternative sensors provided they don't mess up the entire network and provide consistency.

**3.13 Is this programme looking to use one brand of sensors or will deviations be allowed?**

Preference is for a particular sensor or similar grouping of sensors to ensure consistency, reliability and uniformity across the AWS network. Where a supplier is proposing multiple branded sensors, they will have to confirm that the overall performance of the AWS network will not be comprised and that sensors regardless of brand or model will report uniformly across the entire network.

**3.14 Do we have to bid for all specifications listed? Will we be disqualified if we do not provide the same?**

Partial bidding is not permitted. To be technically compliant, the bidder will have to bid for all items listed. The tender calls for 3 specific types; Climate, Hydrology and Aviation. To be technically compliant the bidder must quote for all components under each specific type. As per the ITB document bidders are to meet all of the minimum eligibility and qualification criteria to be considered. Refer to Section 4 – Evaluation criteria of the ITB and compliance to technical requirements, shortest delivery, warranty, technical support and price are other factors for consideration in making the final decision.

**3.15 Will we have a software at the site or a visual interface? No mention of different aviation reports or local user interface on aviation**

At the moment, most NMHS only have CLiDE as the primary data storage. If supplier is willing to propose as an optional extra, software and visual interface, they can do so. The Aviation Reports, METAR, SPECI, etc are commonly used across all International Airports however for domestic airstrips, the requirements for visual interface will be beneficial but not an absolute requirement.

**3.16 Table 5 have data reporting requirements. Is uniformity in reporting required?**

This is a non negotiable item. For seam integration into CLiDE, bidders will need to ensure that the output report from the AWS stations is CSV/Text formatted and compatible with Data Import function of CLiDE.

**3.17 Different Island has different telecom companies. Some might support certain protocol and some may not. Is there a standard way to send this to the cylde platform.**

We are looking for a point to point communication. Supplier has to take responsibility that data sent is received and Satellite is the most reliable form. There are cost implications however in the initial set up satellite interface will remain the primary medium until the cellular networks can increase their reliance and dependability..

**3.18 Does the data needs to be sent at the same rate (10mins) or sent once a day or hr through the satellite plaform etc**

Will go with the minimum requirements for now as listed. To be discussed with successful bid if this need to be changed to ensure longer term sustainability

**3.19 There are no major requirements on the data logger – are there any standard requirements such as WMO or is it open to the supplier**

Supplier can propose however must be in accordance with WMO standards.

**3.20 In there flexibility in structure/mast and does it has to be tiltable?**

Min 10m mast as per WMO requirements. Yes a tiltable mast is preferred.

**3.21 Data transmission – does supplier provide sim card or will be locally supplied?**

It will be locally supplied.

**3.22 Will the training be done only after the mast is supplied since some may cause delays due to supply by sea?**

Training will be conducted once majority of the equipment are on site. If mast is not available then the training will have to wait till the mast arrives on site.

**3.33 Clarification – statement on page 24 on aviation installation. Where the operational infrastructure is appropriate to support the measurement of lightening, visibility and cloud, these parameters could be added to the standard climate AWS. Will these quantities change?**

No changes planned. Its likely all will be procured as required by the respective Countries.

**3.34 On Pg 26 – table 3 – schedule of technical support totals 26 weeks. Is this expected to marry up to equipment’s receipt in Countries or is this just a guide**

Total is actually 13 weeks as mentioned as the best estimate. If the successful supplier has expertise to supply and train or work with the NHMS at multiple sites at the same time then these timelines can be achieved. Hence these can run parallel with other Countries.

**3.35 Expectation – some of the sensors have longer delivery times. Do we propose single or multiple shipments to each CO.**

Its noted. Hence supplier to take a decision to do a split shipment or do it all times. So efficient supply hence installation by NHMS is preferred

**3.36 Will training be on site per country**

Yes. One week train and installation support.

**3.37 Is Installation support such as travelling and providing training with the technicians part of the scope of work hence shall be costed?**

No its outside this scope hence not to be costed

**3.38 If parallel training is done, is there technicians available to undertake these trainings?**

Yes, availability as follows and can be easily sourced:

<b>Country</b>	<b>Availability of Technicians</b>	<b>Complimented by:</b>
Solomon Islands	Yes	
Kiribati	Yes	Fiji Met
PNG	Yes	Solomons and Fiji Met
Niue	No	Samoa Met
Tuvalu	No	Fiji and Kiribati Met
Tokelau	No	Samoa Met
Vanuatu	Yes	
Nauru	No	Solomons and Fiji Met

**End of Pre-Bid - 5pm**