



Minutes of the Pre-Bid Meeting and Site Visit

**INVITATION TO BID
ITB Ref: UNDP/SOM/ITB/2019/001/PSP
for
Construction of Plenary Hall/Office in the House of Representatives in
Kismayo, Jubaland – Somalia**

Date: January 20, 2019
Time: 10:00H to 11:30
Venue: House of Representatives in Kismayo, Jubaland – Somalia

Attendance

The meeting was attended by interested prospective Bidders, UNDP and Jubaland Parliament representatives.

Introduction

The UNDP Engineer welcomed all participants. Then, explained that the objective of the ITB was to identify a qualified Construction Company to construct a plenary Hall/Office in the House of Representatives in Kismayo, Jubaland, in Somalia in accordance with requirements of the Invitation to Bid (ITB) document

Next, he briefed Bidders that the purpose of the meeting was to help Bidders understand the key requirements of the ITB and construction site in order to get a complete understanding of the scope of works prior to submitting the formal bid to UNDP and to also provide an opportunity for prospective Bidders to seek clarification on the ITB document, submission, technical specification and implementation of works through a Question and Answer session. He further clarified that attendance of the pre-bid site visit was not mandatory but advisable as mentioned in the ITB. Minutes of this meeting will be posted on UNDP and UNGM websites to ensure access for all prospective Bidders. If Bidders have queries after the pre-bid meeting, they should send queries to the contact email address specified in the ITB, i.e. procurement.so@undp.org

Site Visit

To ensure all possible questions were captured during the Q&A session, Participants were first taken to the exact location where construction shall take place within the House of Representatives compound in Jubaland in Kismayo, Somalia. During the visit, the UNDP Engineer explained the required demolition, dismantling and clearance works. On completion of the site visit, the meeting continued in the House of Representatives conference room for discussion on the ITB document and any questions arising from the site visit.

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Review of the Tender (ITB) Document

After introductions, UNDP Somalia gave a detailed presentation of the key aspects of the bidding document highlighting the importance of the specific sections in the document and the need for Bidders to comply with these for their Bids to be Responsive. The following is a summary of important points highlighted during the meeting:

The ITB consists of the following documents:

Section 1: Letter of invitation

Letter from UNDP to Prospective Bidders inviting them to participate in this ITB and indicates the documents contained in the ITB document

Section 2: Instructions to Bidders

This section is very important because it gives instructions on how Bidders should respond to the ITB. It provides information on:

- General Provisions
- Preparation of Bids
- Submission and opening of Bids
- Evaluation of Bids
- Award of Contract

Section 3: Bid Data Sheet (BDS)

The Bid Data Sheet Supplements Instructions to Bidders. Key points highlighted in this section were;

- ✓ **Allowable manner of Bid submission:** The ONLY allowable manner of Bid submission is eTendering through the UNDP eTendering system. **EMAIL AND HARD COPY SUBMISSIONS WILL BE REJECTED.**
- ✓ **Deadline for Bid submission:** **February 4, 2019, 07:00H EST/EDT (New York) Time zone**
Bid Submission address: <https://etendering.partneragencies.org>;
Event ID: SOM10 - ITB2019001
- ✓ **Bid Opening:** Bidders will receive an automatic notification once bids are opened in the eTendering system
- ✓ **Deadline for submitting Requests for Clarification:** Five (5) days before the bid submission deadline. All queries must be submitted in writing. Telephone enquiries will not be accepted.
- ✓ **Bid validity:** 120 days

Section 4: Evaluation Criteria

• Stage 1 – Mandatory Pass/Fail Criteria

- ✓ **Preliminary Examination:** will be conducted to establish completeness of submitted Bids in accordance with ITB stipulations on page 24 on a yes/no (pass/fail) basis. Only complete Bids will be passed for minimum eligibility and qualification criteria check.
- ✓ **Minimum Eligibility and Qualification Criteria:** This will be conducted based on submission of all information/documents requested under specific subject headings in the table in the ITB document (page 24). Bidders must meet all the mandatory pass/fail criteria to qualify for Stage 2 of the Bid.

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- **Stage 2 – Bid Evaluation Criteria**

Technical Evaluation

- ✓ Full compliance of Bid to the technical requirements and BoQ.
- ✓ Minimum of **five years** of experience in Construction Works.
- ✓ Minimum of **three (3) contracts** for construction works of similar scope implemented over the last **five (5) years**.
- ✓ Minimum average turnover of **not less than USD 300,000 for the Financial Years 2015, 2016 and 2017**.
- ✓ Minimum Current Ratio of **not less than 1.0 for each of the above financial years, i.e., 2015, 2016 and 2017**.
- ✓ **Suitability and technical qualification of Proposed Staff in relation to their qualification and years of experience:**
Bidders must submit CVs of the all the key personnel specified on page 27 of the ITB in the format for CV of proposed key personnel provided in form E of the ITB document:
- ✓ **Suitability of implementation time table:**
Maximum of 14 weeks completion timeframe
- ✓ **Equipment:** Relevance and efficiency of construction equipment and machinery (in accordance with UNDP requirements in the format specified on page 27 of the ITB).

Financial Evaluation

- ✓ Currency of Bid is USD.
- ✓ Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the Bidders in form F.
- ✓ Comparison with budget/internal estimates.

Section 5: (a) **Schedule of Requirements and Technical Specifications/Bill of Quantities**

- ✓ Drawings and Bills of Quantities (BoQs) for the project must be followed. Price quoted shall be all-inclusive of material and labour required to perform the works.
- ✓ The contractor shall be required to perform work fully in accordance with relevant International, National (if any) standards and regulations; and, the detailed project document and its requirements, conditions, instructions and stipulated standards.

(b) **Other Related documents**

Bidders are requested to take note of other related requirements pertaining to this ITB.

Bidders are advised to carefully read the above sections prior to and during preparation of bids.

Section 6: Returnable Bidding Forms

- **Form A: Bid Submission Form**

This is the standard template of the bid submission cover letter. It must be prepared and submitted on the Bidding company's official letter head, stamped with Company stamp and signed by the Bidder's authorized signatory. The content should not be amended except as stated because it contains important information required by UNDP.

- **Form B: Bidder Information Form**

This form and supporting documents enable UNDP to ascertain that the Bidder meets the qualifications set out by UNDP for participation in this bid, hence must be completed and all relevant supporting documents attached.

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- **Form C: Joint Venture/Consortium/Association Information Form**
If Bidder is bidding as a Joint Venture/Consortium, this form and supporting documents must be completed and returned.
- **Form D: Eligibility and Qualification Form:**
This form and supporting documents enable UNDP to ascertain Bidder meets the qualifications set out by UNDP for participation in this bid, hence must be completed and all relevant supporting documents.
- **Form E: Format of Technical Bid**
This form provides the format of the technical bid and will be used by UNDP to evaluate the Bidder's technical capacity to fulfil the requirements. It includes:
 - Bidder's qualification, capacity and expertise
 - Scope of supply, technical specifications and related services
 - Management structure and key personnel
- **Form F: Price Schedule Form**
This form must be completed and submitted in the standard format provided on the Bidding Company's letter head, stamped with Company stamp and signed by Bidders authorised signatory.

Award Criteria

- ✓ Non-discretionary "pass" or "fail" rating on the detailed contents of the Schedule of Requirements and Technical Specifications
- ✓ Lowest price offered of technically qualified/responsive bid
- ✓ Compliance on the following qualification requirements;

The UNDP will hold a start-up meeting with the selected Bidder prior to site handover.

During the visit, the following Questions were asked by Bidders;

Query No.	Clarifications Sought by Bidders During the Pre-Bid Meeting	Answer	UNDPs Response to Clarification Sought
Q1	Item 10.2: Cover slab of building. Can we use vibrator machines for slab and columns during concreting?	A1	Yes, this can be used in accordance with stipulation of the ITB. The UNDP Engineer will be present during casting of the slab from whom the selected Bidder shall seek approval for cubic tests/samples from lab.
Q2	a) What is the type of financial capacity that you need from us "contractors" please explain? b) What do you mean by financial capacity?	A2	Bidders financial capacity will be demonstrated based on a minimum average turnover of USD 300,000 for the financial years 2015, 2016 and 2017 and Current Ratios of not less than 1.0 for each of the above financial years, i.e., 2015, 2016 and 2017 based on the audited financial statements. Please also refer to Form D (page 52) of the ITB for detailed information and documents required to establish Bidders' financial capacity
Q3	For rails in veranda and stairs – is it possible to use stainless steel?	A3	Bidder must follow the specifications stipulated in the BoQ.
Q4	If we do submit updated company profile with all detail of relevant information required in the bid forms, do we still fill in the forms mentioned in ITB?	A4	Yes, all returnable forms must be duly filled in, stamped with company's stamp and signed by Bidders' authorised signatory.

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Query No.	Clarifications Sought by Bidders During the Pre-Bid Meeting	Answer	UNDPs Response to Clarification Sought
Q5	<p>a) Due to confidentiality, some of the organizations do not allow us to share copy of contract that we have signed with them to third part while it is requirement in your ITB, So, please advise?</p> <p>b) Alternatively, is it possible to share with you Completion certificate of work from the organization?</p> <p>c) What type of current contract do you need from us? We cannot submit the current contract details due to confidentiality and integrity</p>	A5	In the case of Non-Disclosure Agreements (NDA), Bidders can submit completion certificates alongside contract reference numbers and company contact details, i.e., address, name of company, contact person, email address and telephone number.
Q6	Copies of contracts are big documents and too long to scan and send them to you, we also had a several contracts, so please clarify the number of contracts to be shared and which pages are important to scan and share with you?	A6	A minimum of three contracts for construction works of similar scope implemented over the last five years
Q7	We may not have audit financial reports, what document" Alternative" can be shared with you?	A7	As stipulated in the ITB, Bidders must submit audited financial statements (income statement and balance sheet) audited by a Certified Public Accountant (CPA) as specified in Form D (page 54).
Q8	<p>There are many local contractors who are willing to apply this bid – so is it possible for them to apply?</p> <p>There are some local contractors who are not aware of the process of this eTendering.</p>	A8	<p>The UNDP clarified that this is an open international tender advertised on the UNDP and UNGM websites and is open to all local and international Bidders who wish to participate. Interested Bidders are advised to follow the steps given in the procurement notice on the UNDP procurement notices websites using the following link; http://procurement-notices.undp.org/view_notice.cfm?notice_id=52629 and additional instructions provided by UNDP in Clarification No. 1 (query No. 3) posted on the UNDP and UNGM websites.</p>
Q9	Manner of Disseminating supplemental information to the ITB and responses/clarifications to queries	A9	<p>As clarified in Clarification No. 1, supplemental information to the ITB will be posted on the UNDP corporate website at http://procurement-notices.undp.org and on the UNGM website at https://www.ungm.org Proposers are advised to frequently check the following website for any addenda/clarifications that may be posted at http://procurement-notices.undp.org/view_notice.cfm?notice_id=52629 or https://www.ungm.org/Public/Notice/82484</p>

Conclusion:

There being no other Business, the meeting closed at 11:45AM

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PHOTOS



SITE LOCATION PROPOSED FOR BUILDING

