

## **PRE-BID MEETING – MINUTES**

### **Title of Procurement:**

**RFQ FOR THE SUPPLY & DELIVERY OF ROOFING MATERIAL TO DOMINICA**

### **Date & time & Location:**

**Monday 11 February 2019 at 10:00.a.m. AST – UNDP’s Office in Dominica (Suppliers also had option to participate via teleconference)**

### **Closing Date of RFQ:**

**Tuesday 19 February 2019 - 5:00p.m. AST and all bids must be submitted to [procurement.bb@undp.org](mailto:procurement.bb@undp.org)**

### **UNDP Attendees:**

- Ian King, Head of Office
- Massimiliano Tozzi, Project Manager,
- James Curren, Head Engineer, Engineers Without Borders
- Krysta Johnson, Junior Engineer, Engineers Without Borders

### **Other Attendees (Prospective Suppliers):**

- Herbert Volney- Chairman/ Director- Varma Industries Caribbean Inc.
- Trevor Joseph- Managing Director- T&Z Marketing Limited
- Vishaal Singh- Sales Manager- T&Z Marketing Limited
- David Mendosa- Logistica Humanitaria

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## **• TO ALL INTERESTED COMPANIES**

	<b>RFQ FOR THE SUPPLY &amp; DELIVERY OF ROOFING MATERIAL TO DOMINICA</b>
<b>Info</b>	<p>Bid conference was opened with following agenda:</p> <ol style="list-style-type: none"><li>1. Brief explanation on RFQ document – administrative requirements (closing date, submission form &amp; method, required documents)</li><li>2. <b>Bidders are advised to adhere to all required documentation requested in the RFQ, particularly the section titled “Documents to be submitted” (bottom of page 2 – top of page 3 of RFQ tender) and ensure that Annex 2 is completed and signed when submitted your bids. Failure to comply may result in rejection of bid.</b></li><li>3. Clarifications provided to Bidders’ Technical Questions and Administrative Questions.</li></ol> <p>Instruction to Bidders of RFQ document provides detailed explanation on all above brief requirements. Bidders are encouraged to <u>carefully</u> read the Request for Quote (RFQ) document before submitting their bid.</p>

**Here below are Answers to Questions raised regarding the above RFQ:**

#	Supplier Question	UNDP Response
1	At what point does the delivery timeframe of materials begin?	Delivery period begins once the Contract is signed. Please refer to Annex I where delivery date is “21 days from signature of contract” and Delivered at Place.
2	What proof is required for bidders to demonstrate they are not included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.	A written self-declaration is sufficient and should be signed by the authorized representative of the company.
3	Is there an image available to see the pitch of the roof?	Please refer to the images in Annex I of the RFQ.
4	Is there any specific colour for the sheeting required as not all colours are stocked?	UNDP will select the Colour upon contract award. Bidders are requested to specify in their bids what colour(s) are available.
5	<p>a) Can UNDP accept 6” Z purlins as an alternative?</p> <p>b) Is there a justification for the use of 22 gauge instead of 24 gauge?</p>	<p>The specifications for 22-gauge roofing sheets and 2”x5” Z channels were developed in consultation with the Ministry of Education to meet the standards for public buildings and emergency shelters, namely, to withstand 180 mph wind speeds and meet seismic requirements for Dominica. Two key factors are:</p> <ul style="list-style-type: none"> <li>• The need to specify materials that were consistent with the materials used in the original building constructed in 1973. The existing purlins are 2”x 5” purlins and therefore the installation of additional purlins must match the existing purlins.</li> <li>• The decision to request as a minimum 22-gauge sheeting was in response to the low pitch of the roof. Uplift forces experienced by a roof with a five 5° pitch are more than double that of a 25° pitch. Therefore, stronger 22- gauge roof sheeting with more pull through resistance was specified as the minimum requirement.</li> </ul>

#	Supplier Question	UNDP Response
5 cont...		Should the requested Purlin size not readily be available in the region and hence cause a delay in delivery, UNDP will take this under advisement and be reviewing the design to determine if more flexibility can be given in terms of material. In the event of such changes, UNDP will notify bidders and consider extending the bid submission deadline as deemed appropriate.
6	Can pictures be provided for the guttering and downpipe required?	See below typical K style gutter which is the most common type along with a picture of the downpipe. No particular brand name is specified for purposes of this RFQ.

Images for Question 6:

