

## 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 Rehabilitation of Village Irrigation Systems in Kurunegala District (LOT 1 to LOT 7) |  |
| Date & Time:   | 10 <sup>th</sup> April 2019 (1000 to 1200hrs)  |
| Location:  | UN Conference Hall No. 202-204, Bauddhaloka Mawatha, Colombo 7   |
| Subject:   | To explain the Solicitation document, clarify bid requirements to prospective bidders  |
| Attendees:   | <p><b><u>Officials from UNDP Procurement Division:</u></b></p> <p>1. Mr. Chanaka Liyanage, Head of Procurement, UNDP</p> <p><b><u>Officials from the Project:</u></b></p> <p>1. Dr. Buddika Hapuarachchi (Technical Advisor –DRR/CCA (UNDP)</p> <p>2. Eng. Asoka Ajantha, Technical Specialist (UNDP)</p> <p>3. Mr. Sujeewa Ratnayake – Procurement Associate (UNDP)</p> <p>4. Eng. Abdul Haseeb – Senior Project Engineer (PMU)</p> |

### Introduction

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

- The following matters were discussed:
  - Mr. Chanaka informed bidders that the documents required for ITB are available free of charge to download and bidders confirmed they were able to download without any problem.
  - Bidders can bid for multiple lots but only one LOT will be awarding to a bidder. This will be however determined by the evaluation committee at the best interest of UNDP.
  - Bid submission required only one copy (Original only, duplicate copy is not required)
  - 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.

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

- o with reference to following items of the BOQ;
  - o 1.2.2 - All the CVs of the proposed staff have to be submitted with the bid.
  - o 1.3.1 - Contractor has to get the all the quality tests done as per CIDA specification through a reputed laboratory such as RDA, University, DAD or any other place approved by the Engineer.
  - o 1.3.1 - Consultancy Company has already carried out the soil test at borrow areas. Anyhow, contractor also should get the soil test done.
  - o 1.3.1 - Contractor has to cost for one soil test in a borrow area. If it fails, second and/or third tests have to be carried out on Engineer's approval. The cost for the second and/or third tests can be claimed under Contingency cost.
  - o 1.3.3 - "As built drawings" have to be submitted with the final bill. Final bill will not be released until the receipt of drawings.
  - o 5.1 - Contractor has to adhere to the Social and Environmental Management plan attached to the solicitation document. If there is an additional cost for that, contractor can claim it under item 5.1 and prior approval has to be taken from the Engineer before utilizing this cost.
- All the tanks except two are now almost dried and therefore, contractors can start the work immediately after the awarding the contracts. The other two tanks will also get dried soon due to prevailing dry weather condition.
- Bidders requested to organize a field visit to the cascade. The Project Engineer explained that the GIS coordinates of each tank have been provided in the solicitation document and therefore, bidders can make their own arrangement to the sites. Following are the details of contact persons to coordinate field visits, Mr. Sarath-0766523865 & Mr. Menaka-0723987852.

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.

A handwritten signature in black ink, appearing to read 'Sujeewa Ratnayake', is positioned above the name and title.

Sujeewa Ratnayake

Procurement Associate