

<p>United Nations Development Programme</p> <p>Guinea Bissau</p>	 <p><i>Empowered lives Resilient nations</i></p>	<p>PRE-BID CONFERENCE MINUTES</p> <p>New medical warehouse for PSM in Bissau</p> <p>CECOME – Central De Compras de Medicamentos Essenciais. Hospital 3 de Agosto Avenida Combatente Liberate de Patria Bissau Guinea Bissau</p> <p>20th May 2019.</p>
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1. Attendance

One contractor arrived as expected at the meeting, as per the attendance register Maintained at UNDP, UN House, Bissau, Guinea Bissau.

2. Meeting Location

Central De Compras de Medicamentos Essenciais.
Hospital 3 de Agosto
Avenida Combatente Liberate de Patria
Bissau
Guinea Bissau

**Meeting was held both on site and in the International Warehouse Consultant office of Cecome.
Time: 11:00 20th May 2019.**

3. Objectives of the pre-bid meeting

Richard Miller, warehouse consultant for UNDP, Guinea Bissau, welcomed the bidders to the meeting and explained the objectives of the meeting as below:

To facilitate bidders to familiarise themselves with the procurement process and the site of the proposed works.

4. Background

UNDP provided brief background as per below;

UNDP

The contract relationship will be between UNDP and the successful bidder, while the Cecome and Ministry of Public Works, and the site engineer will be responsible for the quality assurance in order to meet the tender requirements and national requirements for the construction. The project implementation will be managed by UNDP together with an appointed site engineer / project manager.

UNDP explained that all questions and queries will be posted on the UNDP website and any bidders can access them. Two amendments have already been posted which bidders should be aware of, specifically relating to the form and manner of submitting bids for the project.

ITB Explanation and compliance requirements

The UNDP warehouse consultant highlighted the major and most important areas that bidders will need to look out for as below.

Bidders were advised to read all sections of the ITB and follow all the instructions contained in the documents, failure to follow the requirements of the ITB could lead to the rejection of the bidder's bid.

- Special attention should be taken regarding the Bill of Quantities, specifically around those items which were to be included in the WIB (Warehouse in a Box) as constituent components. It was indicated that the ITB was drawn up with support of UNHABITAT and the UNDP Head Office in Copenhagen, and made reference to the WIB items and specifications.
- Emphasis was placed on the need to complete all documents as per ITB. Failure to do so will result in an incomplete bid, and rejection of such bids.
- Bidders are required to use the language of the tender documents
- Alternative options could be submitted, but no guarantee could be provided that such alternatives would be considered, bidders were advised to follow the instructions contained in the ITB to ensure compliance.
- All prices to be in US Dollars, any other currency will be converted to the US dollar at the ruling UN rate of exchange
- Submission deadlines need to be followed; no late bids will be accepted. Bid closure date was May 26th
- Evaluation of bids will take place in three stages; i.e. preliminary, technical and financial evaluation, and would follow the timetable contained within the ITB documents.
- Errors in prices will be corrected by UNDP as per the ITB instructions.
- Bidders to follow all instructions on the data sheet.
- Experience of undertaking similar works as well as financial status of the bidder would form part of the bid evaluation process as per the ITB
- Sizes of the electronic submissions needed to comply in size (10MB) per file and be clean of viruses and submitted to ensure meeting of deadlines. Bidders were advised not to wait until the last minute, particularly if submitting via the email and / or hard copy options now available.
- Bidders to ensure submission of hard copies is done in Copenhagen as per ITB within the deadlines stated in the ITB, and not to the UNDP here in Guinea Bissau.
- Bidders to be guided by the BOQ.
- Documents establishing the eligibility of the bidder must be filled completely.
- Joint venture declarations were to be encouraged.
- With regards to the vendor questions, all the questions should be posted to the focal point persons listed in the ITB and NOT to the local consultant.
- Explained the Technical requirements to the bidders and the scope of works, presented a full listing of drawings, copies of which were provided to each constructor on request. All potential bidders were advised that a complete listing of the most up to date drawings and ITB documents could be found on the E tendering site and UNDP official websites.
- A full site walkaround was conducted with specific notation of the three water well access points which needed to remain accessible.

5. Questions and answers from the meeting:

Item #	Question & Answer Session	
	Question	Answer
1	Although it was noted that the current foundation was certified as suitable for re use by UNDP's engineer, the representative expressed concern due to the cracking visible, and asked if a quote based on the removal of the existing foundation would be accepted	Whilst the contractor could submit a quote based on the removal of the existing foundation, he was recommended NOT to do so as this would be outside the existing design brief and likely therefore to be rejected, or at the minimum, put the bid outside the expected range of other contractors. A note expressing concern about the foundation could be included in the bid, leaving room for subsequent negotiation.
2	Is water and electricity available on the site?	<ul style="list-style-type: none"> • Water and power is available, but contractors should confirm the availability and suitability of available sources. • There is permanent power available on site but clients would need to negotiate with CECOME and National power company, for such supplies.
3	Are there plans and instruction documents available as it was difficult to download these from the E Tendering site.	<ul style="list-style-type: none"> • All the documents are available in the eTendering and UNDP official websites: http://procurement-notices.undp.org/view_notice.cfm?notice_id=55181 https://www.ungm.org/Public/Notice/89572 https://etendering.partneragencies.org

The meeting closed at 12:15