

Minutes of the Pre-Bid Meeting

Invitation to Bid (ITB) for the Rehabilitation of Post Offices in Malawi

Ref. No.: ITB/2019/MWI10/002

Date: 7 June 2019

Time: 10:00 - 11:30 hours

Venue: Meeting Room, NRIS Project Office, Lilongwe

The pre-bid meeting was held at NRIS Project Office in Lilongwe and participated by Maciej Nawrot (Logistics Specialist), Ritu Kumar Mishra (M&E Analyst) from NRIS Project, Macharia Kamau (Engineering Consultant) from UNDP, C.E Kalipa (Procurement Officer, NRB), and Ei Cho Nyunt (Procurement Analyst). Many vendors also attended the meeting. The meeting attendance sheet is attached.

The meeting was started with introduction of individual participants and then Ms. Ei Cho Nyunt thanked the bidders for their participation in the conference. Following that, Mr. Maciej Nawrot briefly explained about the project background and the requirements. Afterward Ms. Ei Cho Nyunt explained the structure of the ITB, submission of bid, evaluation criteria (Preliminary, Qualification and Eligibility Assessment, Technical Evaluation and Financial Evaluation), award of Purchase Order (One Bidder for One LOT), as described in the ITB. Additionally she highlighted to use the forms stated in the ITB Section-6 to prepare the bids. The JV form is required for the bidder who submits the bid jointly with another partner.

Additionally, Ms. Ei Cho Nyunt explained about the Procurement Notice Websites www.undpprocurementnotice.org and www.ungm.org to find the UNDP procurement notices and other UN agencies procurement notices in Malawi and other countries. And she also explained the bidders how to find the procurement notices in the websites. Afterward, the bidders were encouraged to register in UNGM, and explained the benefit of the registration in UNGM, including the point that the bidders would receive the system notification of procurement notices after the registration.

Then the floor was open for questions and discussions.

Questions raised by proposers and answers provided.

- a. Should the payment milestones be the delivery milestone?
Yes. The milestones are categorized based on the geographical locations. If the bidder is capable, they can work in parallel across the Region.
- b. Would the payment terms "30 days after completion of work" affect to the Contractor cash flow?
The 30 days is maximum duration for making payment. The project team will expedite the payment earlier than that period (maybe two weeks).
- c. In the case of submitting bids for two LOTs, does the bidder have to submit separate forms.
The technical bid forms and financial bid forms are separate for each LOT, bidder can select the appropriate forms depending on the LOTs that they would like to submit. The rests forms are mandatory to submit to UNDP regardless of the number of LOTs..
- d. Is the audited financial statement required? This would be a limitation to the small companies who do not have regular work and do not have audited statement.
Yes. The audited report is required.

If the bidder needs any further clarifications after the meeting, please send the questions to Ms. Ei Cho Nyunt via ei.cho.nyunt@undp.org. The questions to other e-mail account will not be considered.

After the Q&A session, Mr. Macharia Kamau recommended bidders to visit the sites before submitting bids because visiting the sites could provide bidders with more clear picture on the requirement of rehabilitation works.

Before closing the conference, the bidders were requested to submit the proposals as early as possible before the deadline because UNDP will not consider any late bid for any reason. In e-mail submission, the time of receiving proposal in procurement.mw@undp.org will be noted, which should be before the deadline. The bidders can verify with Ms. Ei Cho Nyunt after submitting the proposals if they want to ensure that the proposal will be received on time.

Moreover, the bidders were requested to protect the e-mail submission with password. The password needs to be submitted to UNDP after the deadline and before the opening time.



Ei Cho Nyunt

Procurement Analyst, UNDP Malawi

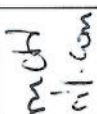
Bid Opening

Procurement of Civil Work for Rehabilitation of Post Offices in Malawi (RFP Ref. No.: 2019/MWI10/002)

Room: Meeting Room NRIS Project Office, Lilongwe, Malawi

Date: 7 June 2019

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