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Minutes of the Pre- Bid Meeting for UNDP/SOM/ITB/2019/004/OPS-GRW / Provision of Armed Guard Security Services for UNCC Garowe, Puntland- Somalia

Date: Monday, June 10, 2019

Time: 11:15 am to 12.00 pm

Location: Online via Skype

Purpose:

- 1. To brief potential bidders about background of the bid and nature of the contract.**
- 2. To inform the bidders the reason for the re-advertisement.**
- 3. To highlight the changes made in the re-advertisement and highlight the submission requirements and typical mistakes made by bidders when submitting their bid**
- 4. Clarifications for the questions raised by the bidders during the Prebid meeting as well as prior clarifications through email.**
- 5. Review of the mandatory documents to be submitted with lessons learnt from the past bid submissions.**
- 6. Conclusion**

1. Welcome

The Procurement Associate opened the meeting and welcomed all attendees and introduced the UNDP Somalia representatives.

She outlined the agenda of the Pre-bid meeting for the Invitation to Bid (ITB) for the Provision of Armed Guard Security services, explaining that bidders were to be given a chance to ask questions during the meeting.

2. Reason for Re-advertisement explained:

The Head of Procurement- UNDP Somalia then briefed the participants on the nature and scope of work of the contract and explained to the bidders that this is a re-advertised tender. She further noted that this is an open advertisement and all bidders are invited to submit their bids. She further highlighted that the need to establish the new contract for armed security remains continuous, however the previous tender required changes in the Terms of Reference and therefore had to be relaunched, main reason being the bids received exceeding the budget for the UNDP Somalia.

3. Changes in the Re-advertisement ITB highlighted:

The following changes were highlighted as being different from the previous advertisement:

- a) Change from International armed guards to National Armed guards. It was noted that the re-advertised ITB requires nationally recruited armed guards as well as nationally recruited armed guards' supervisors.
- b) No bid bond requirement in the re-advertised ITB. This is due to the limited time for solicitation.
- c) Clarification on Subcontracting for Security Services- It was noted that this requirement was in the past tenders, in the Terms of Reference. Due to the nature of the services being procured, it was emphasized that Subcontracting is not allowable for this ITB.
- d) Clarification of the Joint Venture (JV) requirement in the tender: Bidders are encouraged to bid via Joint Venture in case they need to combine the capacities to meet the ITB requirements. Given the nature of services and in line with the Montreux Document requirement of registration of companies, it was noted that the bidders choosing the JV modality require as a minimum the lead partner to be registered and licensed to offer the services in Puntland Somalia.

4. Clarifications:

It was emphasized on the need for bidders to go through the ITB document, General terms and conditions of contract, TOR and the two templates: technical and financial bids; to understand before submitting their offers.

a.) Clarifications discussed during the Pre-bid meeting:

Query Reference	Clarification Requested	UNDP's Response to the Request for Clarification
Section 4- Evaluation Criteria- Minimum eligibility requirement: Certificates and Licenses required	For a JV bid, is it mandatory for the lead partner to be registered in the territorial state where the services will be provided?	Yes, this is in line with the mandatory Montreux Agreement requirement. This is clearly stipulated as a minimum eligibility requirement.
Section 5a: Schedule of Requirements & Technical Specs page 26	Project Manager (para 3.5), is it the overall PM over the contract?	Yes, this is the PM for the overall contract.
Section 5a: Schedule of Requirements and Technical Specs page 26	Armed guards' supervisor (para 3.6), do you expect to receive suggested staff CVs with qualifications listed? Seem more applicable to internationals, it would be difficult to find a local with such qualifications. This also has impact on the financial proposal.	Revised, the diploma requirement removed from the qualifications of the armed guard supervisors. Refer to page 26 in Section 5a: Schedule of Requirements and Technical Specs of the ITB Revision 1
Annex 1 - Statement of Requirement	The Puntland labor law mandates that Local National personnel are only allowed to work 48hours per week and additional hours would require payment of overtime compensation. Will UNDP consider increasing the number of Armed Guard Supervisor from 2 to 4 to ensure compliance with Puntland labor law and to ensure adequate relief coverage?	The guard numbers are sufficient as shown. Should any issue occur during contract implementation, the number of guards deployed in each shift may be adjusted.
Annex 1 - Statement of Requirement for the Provision of Armed and Unarmed Security Guards to the United Nations Common Compounds in Garowe, Puntland -	- States 'The contractor is required to provide a "per unit" price for each employee required to perform services under this contract. Coverage must be assured for leave, sickness, unscheduled absences and weekends. All shifts will not be longer than eight (8) hours'. (Appendix 5- Guarding Numbers)	The guard numbers are sufficient as shown. Should any issue occur during contract implementation, the number of guards deployed in each shift may be adjusted.

Query Reference	Clarification Requested	UNDP's Response to the Request for Clarification
Paragraph 8	<p>It is assumed from the information shown above that the numbers of supervisors and guards are sufficient to cover the required posts, working no more than forty hours a week (as per international labour law) and no longer than 8 hours in a shift, therefore 5 shifts in a week.</p> <p>Each guard, by Somali law, is entitled to 30 days annual leave a year, 7 days sick leave and 3 days compassionate leave. Therefore, the successful contractor will need to employ a number of extra guards, over and above those shown in the table above, to provide cover during these periods of absence. The costs for these extra personnel are to be amortised across the contracted numbers shown in the table above i.e. UNDP will only accept invoices for the numbers stipulated in the table above albeit the extra guards will still need to be registered to the contract. Please confirm this accurate.</p>	
Annex 1 - Statement of Requirement for the Provision of Armed and Unarmed Security Guards to the United Nations Common Compounds in Garowe, Puntland - Paragraph 7	<p>-States 'The contract is not to be further sub contracted'.</p> <p>UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement, the Policy for the procurement and use of Armed Private Security Companies by UN entities in Somalia, UN procurement rules as laid out in the UN procurement manual Chapter 9, paragraphs 9.39 and 9.40 and under the UN General Terms and Conditions, paragraph 4, allow international security companies to subcontract local Somali security companies. This commercial arrangement has been audited by UNDSS in Somalia and approved by the USG for UNDSS in New York for current UN security contracts and is fully compliant with Somali and Puntland government law.</p> <p>Please confirm that UNDP is content that this commercial relationship between an international security company and a Somali security company is viable and responsive to the requirements as laid out in RFP UNDP/SOM/ITB/2019/004/OPS-GRW.</p>	According to the ITB, this contract is not to be further subcontracted; however, the bidders are free to submit their bid as a JV, in which case they can partner with local, or international companies, provided such a submission meets the ITB requirements.
b.) Clarifications made after the Pre-bid meeting:		
ITB Section 5a - Schedule of Requirements and Technical Specifications -	<p>- states: 'Organizational Plan of the teams for the coverage of the positions'</p> <p>As there has been no mandated site visit by</p>	Yes, the organizational plan is to be submitted based on the bidder's understanding of the assignment as per

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Para 2.1	UNDP or an invitation to visit the site and the staffing table in Annex 1 only details the numbers of guards for the contract, no potential supplier other than the incumbent can provide an accurate 'organisational plan of the teams'. A sample plan however can be provided if required. Please confirm this would satisfy the requirement as stated in the ITB?	the Schedule of requirements & Technical specifications for staff, guard numbers etc. and that will suffice for the ITB requirement.
ITB Reference: Section 5a: Schedule of Requirements and Technical Specifications, Technical Requirements, Criteria 2.2, 3.2 and 3.4, Annex 1 - Statement of Requirement Para. 40, page 46.	Supporting Documents to be Provided: a. Mobilization plan; b. Human resources policy; c. Ethics and harassment policy; d. Firearms acquisition and storage policy; e. Training manual; f. Code of Conduct (3.4). Qn. 1: The above documents are all listed under "Supporting Documents to be Provided" for Criteria 2.2 and/or Criteria 3.4. Please clarify whether these plans, policies and manuals should be provided with the Offeror's proposal or after award. Qn. 2: Are bidders required to provide a Weapons Manual in their proposal? If yes, is this considered the same as the "Firearms acquisition and storage policy" referenced in Section 5a under Criteria 2.2? What section of the proposal should this go in? Qn. 3: Section 5a, Criteria 3.2, also requires "Training Plan and Training Modules." Please clarify whether these are different from the "Training Manual" required above in Section 51, Criteria 2.2.	1.) They are required with the bid document. 2.) Weapons Manual will be submitted after tender award. Firearms acquisition policy should be submitted as part of the supporting documents to the Technical bid Form. 3.) No these are the same.
ITB Reference: Section 5a, Criteria 3.1	Criteria 3.1 requires that Offerors "Describe the company's approach to staff compensation, including benefits, social security, <i>include salaries or financial information but estimated ratio.</i> " Please clarify what the specific requirement is, as the italicized part of the sentence does not make sense as written. Should Offerors provide their proposed salaries in the Technical Proposal? What is meant by "financial information" and "estimated ratio"?	- UNDP does not require the financial information in the technical bid. This was an error, the correct sentence should read (as per ITB Revision 1): <i>Describe your company's approach to staff compensation, including benefits, social security, Do not include salaries or financial information.</i>
Annex 1 - Statement of Requirement	Qn. 1: Item 48, Staffing Considerations, requires that the Contractor demonstrate its plan for ensuring female employment at each UN premise including at the management, supervisory and/or team leader levels. Please clarify whether the UN would also expect female personnel to serve in armed guard roles on this contract. Qn. 2: What percentage of total contract & of the guard force would the UNDP expect	- No, UNDP has not indicated that the female personnel are to serve in armed guard roles. It is however the prerogative of the supplier to place the staff in roles they deem fit for service. UNDP has allowed the contractor to propose the percentage of female

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	female employees to comprise?	employees to the guard force.
Annex 1, Item 51	Please confirm that Contractors will only be required to provide internationally recruited personnel, and not Local National guards, with life support services such as meals, water and medication.	UNDP Somalia will not be responsible for provision of life support services to the employees of the Contractor.
Annex 1, Items 53-54, Form E- Technical Bid Form (Section 3)	Qualification Requirements for Key Staff (Project Manager & Training Manager) Please confirm that only two resumes are required to be included in the Offeror's proposal, one for the Project Manager position and one for the Training Manager position.	CVs for Project manager, Training manager and Armed guard supervisors are required.
General Questions on the ITB:	<p>a.) Will Contractors be required to provide on-site living or other type of accommodations for internationally recruited guards/personnel?</p> <p>b.) Will Contractors be required to provide on-site living or other type of accommodations for Local National (LN) guards/personnel? If yes, must this accommodation(s) be segregated by gender (i.e., different female and male facilities)?</p> <p>c.) Will Contractors be required to provide transportation to bring Local National guards to/from work?</p> <p>d.) Will the LN Armed Guard Supervisors live on the UN compound?</p> <p>e.) If resumes are required for the LN Armed Guard Supervisors, will Offerors be permitted to include one resume of a qualified candidate?</p> <p>f.) Would the UN consider extending the proposal due date by a week to allow Offerors sufficient time to incorporate the results of the Bidders' Questions & Answers (Q&A), which may not be released until close to the proposal due date of 18 June?</p>	<p>a.) It is the responsibility of the contractor to provide accommodation for the Project manager- internationally recruited.</p> <p>b.) No accommodation is to be provided on site for the locally recruited national staff.</p> <p>c.) This is upon the contractor to decide on whether to provide transportation for guards to work. The financial proposal must include all expenses proposed by the bidders to be able to implement the contract efficiently.</p> <p>d.) No accommodation to be provided on-site.</p> <p>e.) 2 CVs are required for the position of armed guards' supervisors.</p> <p>f.) We have limited time for response to the bid. We hope that the bidders can respond to the ITB with the additional 3 days. The bid will close on Friday 21st June 2019 refer to the Revision 1 of the ITB.</p>

5. Lessons learnt from mistakes made in past bid submissions.

The UNDP Somalia sought to inform the suppliers on the mistakes commonly made by suppliers that cause their bid to be technically non-compliant. Bidders were reminded to avoid the pitfalls so as to ensure their bid was evaluated and had winning chances.

The below highlights were observed from the past experience:

- a) **Late Bid Submission:** It was noted that many bidders tend to send their bid at the last minute resulting to late bids. It was noted that it happens frequently that bidders sent only part of their bids on time. As a rule, late bids are to be rejected without exception.

- b) Incomplete bid forms: It was noted that it is important to complete all the returnable forms as instructed in the bid. The Forms mentioned are as follows:
- i. Form A: Bid Submission form- very important to fill in and sign this form.
 - ii. Form B: Bidder Information Form- Should be filled in and for fields that are not applicable, the vendor ought to indicate the same in the spaces provided. This form contains a summary of the documents that should be submitted together with the bid.
 - iii. Form C: Joint Venture Form- This is applicable for bidders who wish to submit their bid as a JV. Bidders not bidding as JV don't have to fill it nor return this Form. For JV bidders, they should fill the Form and in addition attach the letter of Intent to form a joint Venture or the JV/Consortium/Association Agreement.
 - iv. Form D: Eligibility and Qualification Form- This form is mandatory. The bidder should fill in every requirement, for instance tick the appropriate box for litigation history and non-performing contracts. Previous experience should be summarized within the table issued despite the probability that the information is captured in the Company Profile. Financial standing should also be accurately filled in and also ensure the audited financial statements are attached.
 - v. Form E: Technical Bid- Bidders were reminded that this being an ITB, the evaluation criteria was: pass or fail for the mandatory technical requirements within the whole bid. To successfully respond to the technical bid form, bidders were urged to refer to Section 5: Schedule of Requirements and Technical Specifications and Annex 1: Statement of Requirements, both sections being part of the ITB.
 - vi. Form F: Price Schedule Form: The procurement unit emphasized the need to fill in the Price schedule as well as the cost breakdown. Cost breakdown is a critical part of the Price schedule and not filling it would lead to disqualification of the bid.

6. Conclusion

UNDP Procurement Unit thanked the participants for attending the Pre-bid meeting, reiterated the need for the suppliers to submit their bids and advised that the minutes would be circulated as soon as possible in order to ensure the bidders had sufficient time to respond to the ITB.

Signature: _____

Iryna Malykh, Head of Procurement, UNDP Somalia.