

## **Minutes of Pre-Bid Conference**

**Description:** *Supply, Installation, Testing, Commissioning, verification of savings, and warranty of light emitting diode (LED) lights at various health institutions in Jamaica*



**Project Title:** *Deployment of Renewable Energy and Improvement of Energy Efficiency in the Public Sector*

**Country:** *Jamaica*

### **CALL TO ORDER**

A pre-bid conference for the call to '*Supply, Installation, Testing, Commissioning, verification of savings, and warranty of light emitting diode (LED) lights at various health institutions in Jamaica*' was held as follows: -

**Date :** November 4, 2019 10:00 AM at Bellevue Hospital

**Date :** November 5, 2019, 9 :30 AM at National Chest Hospital

**Date** November 5, 2019, 1 :00 PM at Sir John Golding Hospital

### **BACKGROUND**

The objective of the assignment is to: -

1. Replace the old lighting system in three (3) hospitals named above with new LED lamps;
2. Save costs through reduced energy consumption, and
3. Demonstrate the implementation of a guaranteed savings model for energy efficiency projects.

### **ATTENDEES**

See attached pre-bid conference record.

### **PROCESS**

The consultants were presented with the requirements for the consultancy by Mr. Tenny Daley, Project Manager, GEF 5 whilst Mr. David Barrett, Project Technical Advisor provided guidance on the technical content of the document. At the end of each presentation, consultants could ask questions relating to the consultancy.

## Questions and Responses: -

- **Question** - Some lights have already been replaced with LEDs. Are these new LEDs also to be replaced?  
✓ **Response** - No. Existing LEDs are not to be replaced.
- **Question** - RfQ requires 20W LED replacements. 20 W LED replacements are possible but hard to obtain on the market. Can 17W LEDs be used as replacements as these are available on the market?  
✓ **Response** - Yes, the incremental difference between 17W and 20W LEDs is negligible.
- **Question** - Some lamps are positioned low in ceilings. Replacement LEDs may generate a complaint about glare/brightness. Should contractors proceed with required replacements?  
✓ **Response** - Yes
- **Question** - What is the total gross acreage of Bellevue Hospital?  
✓ **Response** - This information is not relevant to the bidding process.
- **Question** - Lighting has been changed at some locations. Will UNDP provide new consumption data relative to data available at the time of the RFQ?  
✓ **Response** - No
- **Question** - Some fixtures or circuitry will need to be changed or repaired as they are non-functional or will not meet the required electrical codes. Will contractors be required to replace fixtures and repair circuits, and can this be placed in the financial bid?  
✓ **Response** - No this should not be included in the quotation. If replacement and repairs are required for the lights and fixtures to be operable, and to meet standards, the contract will be varied to make good on replacement and repairs. However, bidders should at this time focus on the scope of work which is to replace tubes/bulbs and respond accordingly.
- **Question** - Some areas located in the RFP single line diagrams are not located at the sites; and some fixtures and lightings are not in the diagrams. What action will UNDP undertake to correct same?  
✓ **Response** - UNDP is unable to correct same at this time, and bidders are expected to quote as is. However, as indicated above, UNDP will allow for a variation of the contract once agreed.
- **Question** - For aesthetics and uniformity, and ease of supplying lights and fixtures from the market, some contractors may wish to standardize fixtures and lighting. Is this allowable?  
✓ **Response** - The project is focused on improving energy efficiency, bidders should therefore be mindful of the impact this will have on their quotation.

- **Question** - Some fixtures have one fluorescent tube missing while others have the correct allocation. Was this accounted in the audit/RFQ information?  
✓ **Response** - Yes
- **Question** - An outdoor security dusk-to-dawn 35W light fixture is to be replaced by a 13W light fixture. This is deemed insufficient for outdoor lighting. Should contractors comply with this requirement?  
✓ **Response** - Yes, the audit recommended this.
- **Question** - Will individual site visits be allowed subsequent to the scheduled appointments for site visits?  
✓ **Response** - Unfortunately, no further site visits will be accommodated.
- **Question** - The destruction of functional fluorescent tubes may be considered wasteful and a potential burden on the waste disposal sites. Would UNDP consider another use for these functional tubes e.g. reuse at another government facility not under the project?  
✓ **Response** - This will be coordinated with the selected bidder.
- **Question** - Will UNDP consider an extension of the bid deadline to accommodate the various amendments?  
✓ **Response** - The deadline has been extended to 30 November, 2019 (please observe the time stated in e-tendering)
- **Question** - The Porters Lodge is to be demolished at an undetermined time. Should the bidders submit a bid including this location?  
✓ **Response** - Yes.
- **Question** - Can bidders obtain editable Excel tables already sent in the RfQ.  
✓ **Response** - Yes, same has been uploaded to e-tendering or can be accessed on the UNDP Jamaica website.

## Close of Session

The pre-bid conference ended as follows:-

**Date : November 4, 2019 11:30 AM**

**Date : November 5, 2019, 11:00 AM at National Chest Hospital**


Date November 5, 2019, 1:30 PM at Sir John Golding Hospital

Prepared by:

  
\_\_\_\_\_  
Mrs. Kenisha Thom-Iton

19.11.2019  
\_\_\_\_\_  
Date

Supported by:

  
\_\_\_\_\_  
Mr. Tenny Daley

19 - Nov - 2019  
\_\_\_\_\_  
Date