

## **ADDENDUM 1 - PRE-BID MEETING MINUTES**

### **Design, Manufacture and Installation of 2 Gates for Green One UN House in Hanoi**

**Time and date:** 10.00 am, 17 November 2015

**Venue:** Meeting room M2, UN House

**Participants:**

Representative from UNDP Procurement Unit  
UN House Facility Manager  
Bidders' representatives

#### **I. INTRODUCTION:**

UNDP Procurement Associate welcomed all meeting participants. She then briefed all bidders that the purpose of this meeting is to help bidders to fully understand the key requirements in the RFP. Bidders can raise queries through Questions and Answers session. Minutes of this meeting will be posted on UNDP website so all bidders can download. In case bidders have queries after the pre-bid meeting, bidders should send queries to the contact person indicated in the RFP. Below are some key notes on the bidding procedures of this RFP:

##### **1. Preparing proposal:**

- Bid currency: VND
- Proposal validity: 120 days from submission deadline
- Please refer to the TOR, Specification and Evaluation criteria in the RFP for UNDP requirements while preparing proposal.
- Templates are included. Bidders should follow templates.
- Please refer to Annex 2-c "Check list of documents" to ensure all essential documents are included in the proposal i.e. electrical design, mechanical design, foundation design, samples...

##### **2. Proposal submission:**

- **Submission deadline** (both hard copy and soft copy) is extended to: **30 November 2015 (Hanoi time)**
- Subject of email/envelop: (Name of company) RFP for Design, Manufacture and Installation of 2 Gates for Green One UN House in Hanoi
- Technical and financial proposals are in separate envelopes/emails.
- If submission in hard copy, please submit 1 original + 2 copies
- For submission by email, please sign, PDF/scan, protect all documents by password and submit to [nguyen.thi.hoang.yen@undp.org](mailto:nguyen.thi.hoang.yen@undp.org)
- Maximum size per email: 7 MB. Bidders can send several emails.
- After submission, please send notification email (**without attachment**) to: [procurement.vn@undp.org](mailto:procurement.vn@undp.org)

##### **3. Evaluation process:**

- Technical proposal will be evaluated first.
- Proposals that do not meet mandatory criteria will be disqualified.

- Only bidders meeting technically qualified threshold (700 points/1000 point) will be assessed in financial evaluation stage.
- Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers
- The weight of technical points is 70% and financial points is 30%.
- Proposal obtaining the highest combined weighted points (technical points + financial points) will be selected.

## II. QUESTIONS/ANSWER SESSION

The UN House Facility Manager had summarized key required specifications and UN expectation on the gates then Q&A session followed. Below are supplement information/clarifications to the bidders queries:

No.	Requirement	Supplement information
1	Type of stainless steel UNDP requires. <i>Loại Inox mà UNDP yêu cầu</i>	Stainless steel 304 <i>Inox 304</i>
2	Technical measurement to prepare technical drawings. <i>Đo đạc khu vực cổng để chuẩn bị bản vẽ kỹ thuật</i>	After this meeting, bidders who want to come to UN compound to measure the gate area can register with <a href="mailto:nguyen.thi.hoang.yen@undp.org">nguyen.thi.hoang.yen@undp.org</a> at least 1 day before the measuring date. <i>Sau buổi họp này nhà thầu nào muốn đo đạc khu vực cổng để chuẩn bị bản vẽ kỹ thuật có thể gửi đăng ký tới địa chỉ email <a href="mailto:nguyen.thi.hoang.yen@undp.org">nguyen.thi.hoang.yen@undp.org</a> ít nhất 1 ngày trước khi tới đo.</i>
3	Control system <i>Hệ thống điều khiển</i>	The bidder must provide full new control system <i>Nhà thầu cần cung cấp toàn bộ hệ thống điều khiển mới</i>
4	Back up approach <i>Hệ thống dự phòng</i>	When there is no electricity, the whole system should be controlled manually. <i>Khi mất điện toàn bộ hệ thống phải điều khiển được bằng cơ khí.</i>