

ITB GF06-2016
THE CONSTRUCTION OF AN INCINERATOR HOUSING COMPOUND IN LUSAKA, ZAMBIA
MINUTES OF PRE-BID CONFERENCE

Attendance

As per Attendance Register Maintained at UNDP Zambia/ GFATM PMU

Meeting Time/Location

Meeting held on 9th August 2016 at 9AM at proposed construction site along Kenneth Kaunda International Airport – co-ordinates: 15.34471, 28.420885, 1091m Lusaka, Zambia.

Objectives of the pre-bid meeting

UNDP familiarized bidders with the proposed construction site which is allocated by the National Institute for Scientific and Industrial Research (NISIR) to the Zambia Medicines Regulatory Authority (ZAMRA). UNDP explained the current ITB exercise aiming at starting the construction procurement process.

UNDP

The project implementation will be managed by the UNDP – the Global Fund Project Management Unit (GFATM-PMU) together with ZAMRA. The contract relationship will be between UNDP and the successful bidder.

UNDP explained that all questions and queries will be posted on the UNDP website:

http://procurement-notice.undp.org/view_notice.cfm?notice_id=31801 .

Please read through all sections in the ITB documents and pay particular attention in Section 2 (page18 to 26): “Instructions to Bidders/ Data Sheet” (DS). Failure to follow the requirements of the ITB will lead to rejection of the bidder’s bid.

1. Questions and answers from the site meeting:

No.	Question	Answer
1.	What is the bid currency?	The Bid currency is in United State Dollars. (DS no. 16)
2.	Why Provisional and Prime Cost in Kwacha in the BOQ?	Please convert to US Dollars using the UN OPERATIONAL RATE OF EXCHANGE effective 1 August, 2016. US\$1 = 10.2299 Kwacha (DS no.16)
3.	Is borehole included in the BOQ?	Yes. A Provisional Sum of ZMW 150,000 is included in BOQ_NKZ-1604-UNDP tab ‘Provisional And Prime Cost Sum’/EXTERNAL WATER RETICULATION AND STORAGE/D
4.	What is the source of power supply?	Contractor is required to equip with own diesel generator for electricity supply (Please see Section C/Special Requirement)
5.	What is the deadline for bid submission?	30 th August 2016 12 noon Zambian Time (DS no.22)
6.	When is the bid opening?	August 30, 2016 3:00 PM Zambian Time (DS no. 25) at the UN House on Alick Nkhata Road
7.	Can I use email for submission?	Yes. Please address to procurement.zm@undp.org (DS no. 21)
8.	How about submitting Financial proposal by email?	Yes allowed. Please address Financial Proposal/Bid to procurement.zm@undp.org with



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		password protection
9.	Can I hand deliver my proposal to UNDP?	Yes. You can either hand deliver/post your bid. Please label the inner envelopes: "Technical Bid" and another "Price Bid"; put them in an outer envelope marking "ITB GF06-2016 The Construction of An Incinerator Housing Compound"; seal and deposit it at the UN House Registry, 9350 Alick Nkhata Road, Lusaka, Zambia (DS no.21)
10	Is Bid Security required?	A Bid Security of <u>USD5000</u> (US dollars Five Thousand) is required (DS no. 10) to be submitted with Technical Bid
11.	What is the acceptable forms of Bid Security?	Bank Guarantee (See Section 8 for template) Any Bank-issued Check / Cashier's Check / Certified Check (DS no. 11)
12.	What should be the duration of my Bid Security?	120 days from the last day of Bid submission. Bid Security of unsuccessful Bidders shall be returned (DS no. 12)
13.	How long I can seek clarification for this ITB?	5 days before deadline (DS no. 17)
14.	What is the area size of the construction site?	50 meters by 50 meters (Please see Site Plan)
15.	When is the expected starting date of the construction?	1st week of October 2016