

MINUTES OF THE PRE-BID CONFERENCE

on the administrative, technical and procedural issues of preparation and submission of bids under ITB No.BLR/857/2016

ITB: ITB No.BLR/857/2016 ("Lease of Office Premises for United Nations Development Programme Projects in Belarus");

DATE: 06 September, 2016 (11.00-13.00 Minsk time);

PLACE: UNDP in Belarus (Conference hall, 17, Kirova str., Minsk).

SUBJECT: Provision of detailed explanations to the representatives of prospective Bidders on the administrative, procedural and technical issues of preparation and submission of bids under the ITB and clarifications of terms and provisions of the ITB document. In the course of the pre-bid conference the following enquiries were made by the representatives of the prospective Bidders who attended the pre-bid conference and clarifications provided:

1. **Question:** What documentary evidence of Bidder's right to offer the premises for lease should be submitted by a Bidder who is not a landlord (for example leaseholder).
Answer: A Bidder who is not a landlord shall submit the documentary evidence as specified under DS No. 27 of Instructions to Bidders Data Sheet (page 22 of ITB document) and also any other documentary evidence of Bidder's rights to act as a Lessor. UNDP reserves the right to request a Bidder and a landlord for the provision of additional information and make inquiries and reference checking with Government entities as appropriate in line with provisions of item.29.3, Section 2 "Instruction to Bidders" (page 15 of ITB document).
2. **Question:** What type of document serves as the documentary evidence authorizing the executive manager (director) to sign the Bid?
Answer: Provisions of the company's statute authorizing the executive manager (director) to sign the Bid and documentary evidence (order) of the executive manager appointment (copies stamped by the company/organization's seal).
3. **Question:** Section 5 «Bidder Information Form», item 9 "Value and Description of Top three (3) Biggest Contract for the past five (5) years": Is it possible to avoid disclosing value since this information is confidential?
Answer: It is allowed not to indicate contract value/amount under item 9, Section 5 «Bidder Information Form» and also in the table of item 1.3. "Track Record and Experiences", Section 6.
4. **Question:** How should the layout of the office premises offered for lease of the "open space" type be presented – with separate offices shown on it or otherwise and is it also required to indicate workplaces in the case of the layout with separate offices shown on it?
Answer: The layout of the office premises offered for lease of the "open space" type shall be submitted as it is with clearly marked premises boundary. In addition to the said layout a Bidder shall provide the layout of the premises with clearly marked premises boundary and planned internal layout of offices as per the Technical Specifications of Section 3 of ITB document (the area of one of the offices should be 45 – 55m²); it is also advisable to indicate workplaces in the planned internal layout of offices.
5. **Question:** Will a Bid with effective space of premises less than 420m² be considered or otherwise?
Answer: All timely received (before the deadline of bid submission as per DS No.21 Instructions to Bidders Data Sheet (page 21 of ITB document) Bids will be reviewed and evaluated by the evaluation team for their responsiveness to the requirements of the ITB document including the Technical Specifications.
6. **Question:** The heating of the premises offered for lease by us is done by means of the gas boiler installed in the building. Is such type of heating acceptable?

Answer: Yes, such type of heating is acceptable. The purpose of any type of heating system is to provide continuously comfortable temperature in the rented premises in a cold season.

7. **Question:** The premises offered for lease by us are equipped with water counters and electric meters. The utilities are paid for on the basis of the counters and meters readings and state flat rates and therefore such payments are a variable quantity. Is it possible to exclude water supply from item "Maintenance and utilities charges" of Section 7?

Question: Utilities charges are a variable quantity and we cannot charge their average value, it should be done based on the readings for each specific month. Can utilities be paid per use?

Answer: We will consider possibility of introducing amendments and making revisions in the ITB document; in the case of any amendments and additions to the ITB document such amendments and additions will be provided in the document "Supplemental Information to ITB No.BLR/857/2016", which shall constitute an integral part of ITB No.BLR/857/2016.

8. **Question:** Is it possible to separate maintenance and utilities charges in the Price Schedule Form of Section 7?

Answer: We will consider making amendments in item "Maintenance and Utilities Charges" of the Price Schedule Form, Section 7; in the case of any amendments and additions to the Price Schedule Form of Section 7, the revised form will be provided in the document "Supplemental Information to ITB No.BLR/857/2016", which shall constitute an integral part of ITB No.BLR/857/2016.

9. **Question:** Shall the access to the building for external public be controlled by means of arranging watchpost of non-departmental guards of the Ministry of Internal Affairs?

Answer: Access to the building for external public solely controlled by watchpost of non-departmental guards of the Ministry of Internal Affairs is not obligatory, proper arrangement of the controlled access to the building for external public is at the option of the Lessor; conformity of the controlled access to the building to UNDP requirements shall be checked and verified by UNDP specialist.

10. **Question:** Is it required to arrange services of Internet provider(s)?

Answer: It is not required, as per the Technical Specifications of Section 3 a Bidder shall provide optic-fiber (or equivalent) Internet access connection and bandwidth not less than 50/50 Mb/s.

11. **Question:** Should we take into account cost of installation of partitions, sockets and ports to be performed by the Lessor as per the technical Specifications of Section 3?

Answer: All expenses pertaining to installation of partitions, sockets and ports, provision of air conditioning in all effective space shall be at the Lessor's cost.

12. **Question:** In item C 21.1.1 of "Cross Reference to Instructions" of ITB Data Sheet the period of Bid validity commencing on the submission date is indicated as 90 days, the same period is indicated in Section 4 "Bid Submission Form". This period is quite long for the office premises rental market; is it possible to revise the duration of validity and make it shorter?

Answer: We will consider possibility of introducing amendments and making revisions in the ITB document; in the case of any amendments and additions to the ITB document such amendments and additions will be provided in the document "Supplemental Information to ITB No.BLR/857/2016", which shall constitute an integral part of ITB No.BLR/857/2016.

13. **Question:** What is the total expected period of rent in the framework of this tender?

Answer: The maximum possible duration of rent as per ITB No.BLR/857/2016 is three years; it is planned that the UNDP projects in Belarus will continue functioning after the said period and that they will need office premises for their work.

14. **Additional Comments of UNDP:** A Bidder may submit one or several bids for different office premises and if several bids are submitted each of them will be considered as an original bid and shall be marked as Bid 1, Bid 2 etc. (marking shall be done on completed forms of Section 6 and Section 7).

Date: 09/09/2016.