

## **MINUTES OF PRE-BID CONFERENCE**

### **INVITATION TO BID OFFICE RENOVATION FOR NEW UNDP CAMBODIA COUNTRY OFFICE Process No: 6150**

#### **I. Background**

The United Nations Development Programme (UNDP) would like to invite bidders to submit bids for Office Renovation for UNDP Cambodia Office.

#### **II. Objective**

The purpose of the Pre-Bid Conference is to provide instruction to interested bidders about the requirement, how to prepare responsive bid and opportunity for bidders to ask for clarifications.

#### **III. Date and Venue**

- Date: 8 May 2018 at 3:00 pm., Phnom Penh Local Time
- Venue: UNDP Cambodia, Main Conference Room (located in Building No. 5, Ground Floor)

#### **IV. Presentation**

To make this pre-proposal conference more beneficial to all interested bidders, the Procurement Unit prepared slide presentation which covered the following contents:

##### *1. Invitation to Bid Document*

- ❖ Instruction to Bidders
- ❖ Required Documents for Submission
- ❖ Schedule of Requirements
- ❖ Criteria for the Award and Evaluation of Bid

##### *2. Questions & Answers*

To begin the presentation, Procurement focal point welcomed and thanked all participants who attended this pre-bid conference, and explained about the purpose of the conference. Procurement focal point also encouraged all participants to openly ask for clarification if they are not sure in any part of this presentation.

Procurement focal point went through each slide, presented and explained all the contents of the Invitation to Bid document. Then, the bidders are allowed to see the sample of critical material for renovation work as well as Office site visit.

The pre-bid meeting was ended at 4:15 pm and the office site was started after the pre-bid meeting is finished.

For any request for clarifications, bidders are required to send the queries in writing to Ms. Dalis Heng at email: [dalis.heng@undp.org](mailto:dalis.heng@undp.org) and cc [procurement.kh@undp.org](mailto:procurement.kh@undp.org) . UNDP will issue the clarifications to queries received by posting on the website and share with all bidders.

Please see the detail information in attached slide presentation of pre-bid meeting.

#### **V. Queries Raised by Bidders and Answers**

At the end of this presentation, there were some questions from participants and these were clarified as below:

<b>N°</b>	<b>Questions/Clarifications asked for</b>	<b>Answer/Clarification given as</b>
1	Can the submission deadline be extended? There would be more time required for preparing the bidding document.	UNDP agreed to extend the submission deadline to <b>24 May 2018 at 12:00 pm, Cambodia time.</b>
2	The bidders noted that the drawing file is inconsistent with Bill of Quantity provided in the ITB document. Do the bidders require to verify the Qty provided in BoQ against the drawing file?	The drawing file has not updated yet. Thus, the information provided in BoQ is superseded by the drawing file. However, the bidders still require to verify the BoQ against the drawing file.
3	Considering it is a lump sum amount and BoQ is superseded by the drawing file, will UNDP consider to pay extra cost if some items are not included in Bill of Quantity.	The bidders can include the contingency amount for this work in their financial proposal based on their own estimate.
4	Does UNDP foresee any delay in bid evaluation process that can affect the final deadline of renovation work?	No, UNDP will try to complete the bid evaluation within the timeline provided in ITB document.
5	In regard to the BoQ, the bidder requires to pay the contractor all risk insurance. Does UNDP have specific requirements related to contractor all risk insurance?	No specific requirement from UNDP. The bidders can propose the insurance cost to cover contractor all risk including group personal accidents of workers during the office renovation.
6	Are the bidders allowed to propose alternate materials for renovation work?	Yes, the bidders are allowed to propose other equivalent material.
7	It is noted that "Hoarding" is excluded in the BoQ. Is it provided by UNDP?	No, it is included in the scope of renovation work. The revised BoQ is attached.
8	Does the performance security requirement apply for this bid?	No, it is not required.
9	Can UNDP share with us regarding the schedule access to building during renovation work?	The selected contractor is allowed to access our building from 6:00 am to 6:00 pm from Monday to Sunday. If the contractor wishes to work overtime after 6:00 pm, we can discuss further when the contract is finalized.

12	Are the bidders allowed to work over time to complete the renovation work by 10 August?	Yes, the bidders are allowed to work overtime to complete the tasks by the deadline but the bidder require to follow Cambodia Labour Law.
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