


CONSTRUCTION WORK OF THE REFURBISHMENT OF THE FOOD PROCESSING & EXPORT BUILDING		Pre-Bid Conference Minutes
		Ref: ITB/FJI10/003/2019
		Meeting Date:20 Aug 2019 Meeting Time: 10:00a.m. Meeting Place: UNDP Conference Room, Suva, Fiji

1. Attendances

Name	Title	Organisation
Puloka Construction Ltd	Contractor	Tonga
Vimal Pillay	Procurement Associate	UNDP Fiji

2. Agenda

Item	Topic	Discussion
1.	Confirmation of Agenda	<ul style="list-style-type: none"> - Introduction of the Project /work requirement - Brief presentation by Vimal Pillay on the purpose of the Pre-Bid Conference. - This was then followed by Question and Answers session
2	General Comments by Vimal <ul style="list-style-type: none"> • The purpose of this ITB • Scope of Service • Documents to be submitted • Example of ITB Rejection • Important Notes • Followed by question and answers 	
3	Questions & Answer	
Q1	What time is the Bid closing?	
UNDP Response	Bids closes on 28 th August 2019 (Fiji Time).Any bid received after 28 th August will not be considered.	
Q2	Are vendors to include TAX (CT) in their bids ?	
UNDP Response	Yes ,bidders are to include this cost in their proposal	
Q3	How do vendors seek clarification for queries that may arise after the pre-bid meeting?	

UNDP Response	<p>Vendors can send all their queries to the UNDP procurement team; email:procurement.fj@undp.org</p> <p>And UNDP will get back to them regarding their queries. Vendors were advised that they will have till Friday 23rd August to seek clarification regarding this ITB. Vendors were also advised that any questions /clarification asked will be uploaded on UNDP website and also sent directly to them.</p>	
Q4	Are bidders to also quote for the office container – Ref to BOQ # 9 ?	
UNDP Response	Yes, bidders are to quote for the item # 9 – in the BOQ i.e Supply container office, install container footing foundations	
Q5	Are vendors allowed to submit bids in Tongan dollars?	
UNDP Response	<p>Bidders may submit bids in United States Dollar OR Tongan Dollars</p> <p>Bids submitted in Tongan dollars will be converted to USD using UNDP exchange rate for that month for evaluation purposes.</p>	
4	Annexes	
		<p>Please find attached the following annexes:</p> <ol style="list-style-type: none"> 1. Annex I Pre-Bid Meeting Presentations