



**INVITATION TO BID
CONSTRUCTION WORK OF THE REFURBISHMENT OF THE
FOOD PROCESSING & EXPORT BUILDING**

ITB No: ITB/FJI10/003/2019

Project: Inclusive Growth Unit

Country: Fiji

Pre-Bid Conference

20th August 2019

10am (Fiji time)

Agenda

- Introduction
- Purpose
- Scope of Service
- Documents to be Submitted
- Examples of ITB Rejection
- Important Notes
- Questions and Answers

INTRODUCTION

A. Sign-in Sheet

- All attendees must sign-in

B. Project Team

- Patrick Tuimaleaifano– Deputy Project Manager, UNDP
Lorraine M. Kauhenga -*Project Manager*
UNDP Repair & Reconstruction of Export Building & Fumigation

Facility

- Vimal Pillay, Procurement Associate,
Lines of Communication during the ITB period
For all queries email (procurement.fj@undp.org)

PURPOSE

The purpose of this meeting is to clarify issues and to answer questions on any matter that may be raised in respect to the ITB– CONSTRUCTION WORK OF THE REFURBISHMENT OF THE FOOD PROCESSING & EXPORT BUILDING

Scope of Services / Expected Output / Timelines

THE CONTRACTOR IS EXPECTED TO CARRY OUT THE WORKS STIPULATED IN THE DESIGN DRAWINGS AND SPECIFICATIONS PERTAINING TO THIS PROJECT, WHICH GENERALLY CONSISTS OF THE FOLLOWING:

CONDUCT GENERAL AND PRELIMINARY WORKS, INCLUDING PAPER WORKS, REQUIRED BEFORE THE CONSTRUCTION CAN COMMENCE;

REPAIR, UPGRADE AND REFURBISHMENT OF THE EXPORT BUILDING AND FUMIGATION FACILITY;
UPGRADE OF WATER STORAGE, USAGE AND DRAINAGE/SEWAGE SYSTEMS;

CONSTRUCTION OF NEW STORAGE SHEDS, TOILET BLOCKS, LUNCH SHED, ROOFS AND VERANDAH;
INSTALLATION OF NEW WINDOWS, LIGHTS, ELECTRICITY OUTLETS, CEILING FANS, ROLLER DOORS ETC;

SUPPLY CONTAINER OFFICE, INSTALL CONTAINER FOOTING FOUNDATIONS;

THE CONTRACTOR SHALL CARRY OUT ALL INSTRUCTIONS OF THE SUPERINTENDENT, WHICH COMPLY WITH THE APPLICABLE TONGA LAWS;

DOCUMENTS TO BE SUBMITTED

- Signed Vendor Response Form
- Vendor profile
- Copies of relevant quality and industry certifications, e.g. ISO 9001:2008 and
- Legal Registration: Registration of Company [as per laws of the country of registration]
- Financial Soundness: audited financial statements for last three years.
- Insurance cover/details
- Relevant Experience:
- Litigation history:
- Completed Financial Proposal

Preliminary Examination Criteria

BIDS WILL BE EXAMINED TO DETERMINE WHETHER THEY ARE COMPLETE AND SUBMITTED IN ACCORDANCE WITH ITB REQUIREMENTS AS PER BELOW CRITERIA ON A YES/NO BASIS:

COMPANY PROFILE

VALID BUSINESS LICENSE IN CONSTRUCTION

MINIMUM BID DOCUMENTS, AS PROVIDED IN SECTION 6 OF THIS ITB

WRITTEN SELF-DECLARATION OF NOT BEING INCLUDED IN THE UN SECURITY COUNCIL 1267/1989 LIST, UN PROCUREMENT DIVISION LIST OR OTHER UN INELIGIBILITY LIST;

STATEMENT OF SATISFACTORY PERFORMANCE FROM THE TOP 3 CLIENTS IN TERMS OF CONTRACT VALUE THE PAST *FIVE (5) YEARS*

OTHERS OHS/CONTRACTORS ALL RISK INSURANCE COVER

Preliminary Examination Criteria

Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).

In general terms, vendors that meet the following criteria may be considered qualified:

They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;

They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,

They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required;

They are able to comply fully with the UNDP General Terms and Conditions of Contract;

They do not have a consistent history of court/arbitral award decisions against the Bidder; and

They have a record of timely and satisfactory performance with their clients.

EXAMPLES OF ITB REJECTION

- Late submission. The ITB is handed in after the deadline for submission.
- ITB not submitted to the correct email address;
- Reference and Marking Instructions not adhered to.
- The ITB not properly signed as per ITB Solicitation Documents;
- Insufficient documents have been provided;
- Documents provided not directly address each and every point of the evaluation Criteria;

IMPORTANT NOTES

UNDP will short-list company/firms based on an assessment of the relevance and adequacy of the submitted information and in accordance with the procedures set out in the UNDP Procurement Guidelines and UNDP Financial Rules and Regulations. Only company/firms that meet the Eligibility Criteria of the Short Listing criteria will be short-listed

ITB from companies/firms failing to provide the requested information will be disregarded.

The ITB and accompanying documents must be received via email (Etenderbox.pacific@undp.org) clearly labeled
**“ITB No: ITB/FJI10/003/2019- CONSTRUCTION WORK OF THE REFURBISHMENT OF THE
 FOOD PROCESSING & EXPORT BUILDING” no later than 28th August, 2019.**

Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline
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Award will be based on technically compliant and lowest bid.

QUESTION/ANSWER SESSION – DISCUSSION

Question and Answer Session on Technical Details of the ITB – Discussion.

THANK YOU