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**Minutes of the Pre- Bid Meeting for UNDP/SOM/ITB/2019/008/IP - Construction of NIEC Data Centre in Mogadishu- Somalia**

**Date:** Monday, August 19, 2019

**Time:** 10:00 am to 12.30 pm

**Location:** a.) Site Visit- New NIEC compound at Adan Abdulle International Airport (AAIA) gravel road attached to the West side of the dry port, Mogadishu, Somalia.  
b.) AMISOM VIP Conference room at Adan Abdulle International Airport (AAIA).

**Attendees:**

1. Aydarus Elmi, Engineer, UNDP Somalia
2. Mohamoud Abdi, Engineer, UNDP Somalia
3. Abdifatah Yussuf, Programme Assistant, UNDP Somalia
4. Mary Okello- Procurement Associate, UNDP Somalia
5. 20 participants (Bidders)

**Purpose:**

1. To enable potential bidders an opportunity to be at the site of the construction works.
2. To respond to clarifications for the questions raised by the bidders during the Site Visit and Prebid meeting.
3. To review the mandatory documents to be submitted with lessons learnt for suppliers from mistakes made in past bid submissions.
4. Training on e-Tendering to enable suppliers interact with the ATLAS platform in responding to the bid.
5. Conclusion

**1. Site Visit Meeting:**

The site visit was carried out from 10.00 a.m. to 11.00 a.m. by the engineers in the presence of a representative from the requesting unit. Contractors were shown the exact site for the construction, clearly explaining the natural slope of ground and requirements

to follow as per drawings, such as step foundation to be made after each structure. Pegs were fixed on site to mark the area.

## 2. Clarifications at the site:

The following clarifications and responses were made at the site:

Query No.	Clarifications Sought by Bidders	UNDP's Response to Clarification Sought
Q1	Step foundation: How are you planning to make step foundation on this sloped ground floor?	As per the drawings attached to the ITB, each structure has to be levelled then we go down one step accordingly, like Date Centre floor levelling (cutting top part and filling on the down part).
Q2	Retaining wall: How will the retaining wall be built and where?	Construction of retaining wall should be at north side of the building as protection. The wall has to be trapezoid stone wall of 60cm top width, 110cm at bottom width and 250cm height.
Q3	a.) There are some shanties/old temporary structure on the site, are they included in BoQ for removal?  b.) Can Bulldozers be used for levelling?	a.) Yes, refer to item # 1.1 in the site preparation - Removing of existing old guard shelters made with wooden frame and CGI sheets. Also, the temporary toilets at North-West cornice of the compound. There is need to include this cost in your quote.  b.) Bulldozer/Grader: You quote should include the cost for Spreading of removed soil from the mountain area by bulldozer or grader machine. Keep in mind the amount of each layer shall not exceed than 150mm thick.
Q4	Foundation works: Please clarify the beam thickness and foundation store wall.	Stone wall 40cm wide and 188cm height (168cm underground and 20cm above ground) Footing– 120cmx120cmx40cm reinforced concrete of 1:2:4 with 9 numbers of Y16 both ways. Columns neck: Columns neck of 40cm x40cm with 10 <b>Concrete beam:</b> with # 8 Y16 and staffs of 8mm@ 250mm/cc over foundation wall including staircase numbers of Y 16mm <b>Concrete columns:</b> 40x40cm x 400cm height. Has to be reinforced with No. 8 Y16 and staffs of Ø 8mm @250mm c/c.
Q5	Site access: Please clarify if the Contractors can freely access the site during the operation?	The site is currently under management of NIEC with security guards guarding the area. The guards will probably guard the field during execution of the construction works.

### 3. Lessons learnt for suppliers from mistakes made in past bid submissions.

The Procurement Unit informed the suppliers of the mistakes commonly made by suppliers that cause their bid to be technically non-compliant. Bidders were reminded to avoid the pitfalls so as to ensure their bid was evaluated and had winning chances.

The below highlights were observed:

- a) Failure to submit the Bid Security: It was emphasized that the Bid Security should be in the format specified in the tender and USD 10,000.00. UNDP Somalia explained that a copy of the Bid Security authorized and stamped by the bank should be uploaded in E-tendering in response to the Bid. UNDP Somalia would then verify the authenticity of the Bid Security.
- b) Late Bid Submission: It was noted that most bidders tend to send their bid at the last minute resulting to late bids. It was noted that it happens frequently that bidders sent only part of their bids on time. As a rule, late bids are to be rejected without exception. In addition, the Procurement notified the bidders that the e-Tendering platform will not accept any bids after the deadline, the site will be closed. Bidders were informed that the e-Tendering platform provides sealed bids meaning their bids cannot be accessed by any person until the close of the bid. Therefore, the bidders were urged to respond to the bid as early as they can to avoid late submissions that may result in being locked out of the process.
- c) Incomplete bid forms: It was noted that it is important to complete all the returnable forms as instructed in the bid. The Forms mentioned are as follows:
  - i. Form A: Bid Submission form- very important to fill in and sign this form.
  - ii. Form B: Bidder Information Form- Should be filled in and for fields that are not applicable, the vendor ought to indicate the same in the spaces provided. This form contains a summary of the documents that should be submitted together with the bid.
  - iii. Form C: Joint Venture Form- This is applicable for bidders who wish to submit their bid as a JV. Bidders not bidding as JV don't have to fill it nor return this Form. For JV bidders, they should fill the Form and in addition attach the letter of Intent to form a joint Venture or the JV/Consortium/Association Agreement.
  - iv. Form D: Eligibility and Qualification Form- This form is mandatory. The bidder should fill in every requirement, for instance tick the appropriate box for litigation history and non-performing contracts. Previous experience should be summarized within the table issued despite the probability that the information is captured in the Company Profile. Financial standing should also be accurately filled in and also ensure the audited financial statements are attached.
  - v. Form E: Technical Bid- To successfully respond to the technical bid form, bidders were reminded that as an ITB, all the evaluation criteria listed in that section must be met in order to qualify for Price Evaluation. Amongst the required documents in the evaluation criteria, the bidders were reminded to submit the Implementation Table noting the project should take 16 weeks; the CVs of the key personnel and the list of the equipment owned or to be hired for the constructions works. The bidders were urged to refer to Section 5: Schedule of Requirements and Technical Specifications & Bill of Quantities to determine the nature

of works to be undertaken and reminded that partial bids would not be acceptable.

The bidders were asked to submit all the administrative documents listed in the ITB to enhance their eligibility for the construction works. For example, it was noted that the bidders need to submit the Valid Certificate of Registration. The contractors must also submit a certificate from the Ministry of Public Works. Tax certificates must be submitted.

- vi. Form F- Price Schedule Form: This form has three tables all of which must be fully signed:
- Table A: Cost Breakdown per Deliverable,
  - Table B: Priced Bill of Quantity the vendors should refer to Annex 1- Priced Bill of Quantity, with 10 sheets all of which must be filled, signed, stamped and scanned as one document PDF document. In addition, the Excel format.
  - Table C: Summary of Price Schedule Form which has the sub-totals of the 10 main sub-sections of the construction works.

#### **4. E-Tendering training:**

Bidders were taken through the process of registering as bidders in ATLAS. They were also taught how to submit a tender in E-Tendering system.

The link to register as a bidder and instructions on how to submit a bid is shared herein below:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/>

The bidders were reminded that bids received outside of the e-Tendering system would be rejected.

The link for submitting the tender plus the ITB reference (Event ID) are as follows:

<https://etendering.partneragencies.org>

**Business unit- SOM10**

**Event ID: ITB2019-08**

#### **5. Conclusion**

The Procurement Unit thanked the participants for attending the Site Visit, Pre-bid meeting and E-tendering training. The bidders were notified of the likelihood of an amendment to the BOQ, but the procurement unit promised to extend the bid submission deadline in the event that the BOQ was amended; to give sufficient time for bidders to respond to the Revised ITB.