

REQUEST FOR PROPOSAL (RFP)

Consulting Services Design and Construction Supervision Clarification Questions Received Via procurement.tt@undp.org

Question 1:

Will PPE be required for the site visit of 30th October 2019, if so please detail?

Response 1:

All persons visiting the site should have dust masks and wear closed toe shoes.

Question 2:

What is the proposed location of the conference on 1st November 2019, or is it only a SKYPE conference call?

Response 2:

The conference is a SKYPE conference meeting, however bidders in Aruba can meet at the University of Aruba located at J.Irausquinplein 4. The name of the meeting room is 'Meeting room UA'.

Question 3:

Is the site visit mandatory?

Response 3:

No, the site visit is not mandatory.

Question 4:

Can one person fulfil two required functions, if this person has qualifications/experience for both? e.g. Can team-leader architect be lead-engineer as well, or does each function need to be fulfilled by different people. To clarify, is it correct that the lead-engineer has to be a structural engineer? This building is full of specific architectural details, which is a complete different field of work for a civil engineer's knowledge to lead such a project.

Response 4:

Yes, one person can fulfil the two functions if his/her CV meets the requirements for the positions and the firm's proposed workplan, does not schedule the conduct of that function for the same times.

Question 5:

Section 4 - Qualifications states, that 3x Statements of Satisfactory Performance issued from Clients is to be delivered -- however, this is not a common practice on Aruba. Could this requirement also be satisfied with an Official Delivery Statement / Substantial Completion Report?

Response 5:

Three Statements of Satisfactory Performance issued from Clients is required but in the absence of these statement, an Official Delivery Statement / Substantial Completion Report indicating overall performance issued from the Clients will be accepted. Please provide contact information for these Clients.

Question 6:

On Aruba the declaration of tax office can take up to 4 weeks, as such up to after the 14th of November. If this is the case, is it possible to deliver this at a later date upon request / rather than not be immediately disqualified?

Response 6:

Tax declaration issued not later than 2 months after the Deadline of Proposal Submission date will be accepted or must be submitted before the pre award meeting, whichever is sooner.

Question 7:

At award, why is it necessary to submit a performance guarantee, as payments are only possible per approved phase? For local firms, the amount of \$ 25K required as performance guarantee with a yearly turn-over of \$ 300K is a big chunk of cashflow (one month of operational expenses, 10% of the estimated contract value) that the local Banks will block on top of the normal project progress and approval delay. Is it possible to lower the performance guarantee?

Response 7:

The performance guarantee is no longer required and is removed from the RFP.

Question 8:

Section 4 - Evaluation Criteria , no points are given if the key personnel has a BSc. degree. Most of the local experts (> 5 years of experience or knowledge of Aruban building regulation or experience in restoration, etc. etc.) have only a BSc. degree, but are now not given the recognition (read: 10 points) for this. Can this be changed, so local experts can be judged fairly and have an equal opportunity in this project?

Response 8:

The BSc degree is the minimum requirement for the key personnel. For a proposal to be considered eligible, the key personnel must have the minimum requirement. Points are not awarded to the minimum qualification.

However, the committee has agreed to reduce the Master's Degree points for all positions from 10 to 5 and to add 5 more point to experience which will increase the score from 30 to 35.

Question 9:

Can we submit our bid to this email procurement.tt@undp.org?

Response 9:

No, you cannot submit a bid via the procurement.tt@undp.org email. The tendering process is being conducted via UNDP's eTendering website. Therefore, you must register and submit a proposal through this platform. This platform can be accessed at <https://etendering.partneragencies.org/>.

Question 10:

Form G; we noticed that the proposed distribution of the percentages over the phases is not at all in balance with the expected time and costs to be made over the total project.

Response 10:

Proposed adjustments to the distribution of the percentages detailed under Form G (Financial Proposal Form) will only be entertained at the pre award meeting provided the total financial proposal submitted by the Bidder does not change. Please complete form as per template.