


**Request for Quotation (RFQ) on Refurbishment of UN recreation area and café shop  
Pre-Bid Conference Meeting and Site Visit Minutes**


**Site Visit and Pre-Bid Conference Meeting Location: UN House, Caicoli Street, Dili, Timor-Leste, Ana Lemos Meeting Room**

**Date: 25 November 2019, 15:00 local time**

Site Visit on Refurbishment of UN recreation area and café shop was held on 25 November 2019, in UN House, Caicoli Street, Dili, Timor-Leste. Pre-bid conference meeting was conducted on same location, in Ana Lemos Meeting Room.

**Site Visit and pre-bid conference meeting was held by:**

Maria do Ceu Soares – UNDP Timor-Leste, Common Premises Manager 

Natia Lipartiani – UNDP Georgia Programme Associate, Invited by UNDP Timor-Leste on temporary Detailed Assignment 

**Following company representatives attended the meeting:**

1. A. Morrison Company Email: morrison.unip.lda@gmail.com
2. B. Jose Manuel UNIP. LDA Email: cesar3116@hotmail.co.uk
3. C. Rosward Unip.Lda Email: unipessoalrosward@gmail.com

During the site visit participants visited are where and places were refurbishment works should be conducted. During the pre-bid conference meeting the content of RFQ, including all respective Annexes, was presented and potential bidders were guided how to submit the bid in an accurate manner and in accordance to RFQ requirements.

Together with the guidance how to submit the bid, several important issues were highlighted:

- **Bid Validity** – 90 days from the last day of bid submission (starting from 3 December 2019) as set in RFQ;
- **Latest Expected Date of completion of works** – 10 weeks from signing Civil Works Contract by both parties;
- **Warranty issue** – according to RFQ Warranty period starts from the date of substantial completion of works. Any defects identified during the warranty period (1 year) will be assessed by expertise services and respectively identified responsible party shall be responsible for the compensation of loss;
- **Contract Payment and Quality Management** – UNDP will monitor works for quality assessments during renovations process. 1<sup>st</sup> payment (20% of contract amount) will be conducted within the week after completion of works as stipulated in time schedule, Annex 4 to RFQ, upon issuance of certified handover by UNDP and delivery acceptance of works signed by both parties. 2<sup>nd</sup> (final) payment (80% of contract amount) will be conducted upon completion of all works upon issuance of certified handover by UNDP and delivery acceptance of works signed by both parties.
- **Tender Evaluation and contract award criteria** – technical responsiveness of the bidder per RFQ requirements and lowest price offered.

At the end of the meeting several questions were raised:

- 1) question was raised in regard to warranty conditions, namely, bidders asked if they winner bidder with whom contract will be issues will be requested to provide any bank guarantee during the warranty period, or if part of contract amount will withhold until the warranty period ends. Question was clarified by the organizers that contractor will not be requested to provide any money guarantee, and no amount will be withheld until warranty period ends. However, Contract for Works will include warranty conditions as set in RFQ. Upon completion of all services, UNDP and the Contractor will sign Final Delivery Acceptance on works conducted and received. Noted Delivery Acceptance will include

Warranty Conditions Acceptance part as set initially in RFQ and Contract for Works signed between UNDP and the Contractor.

- 2) Another question raised from one of the attendee bidders was related to experience of the bidder. Namely, one of the evaluation criteria per RFQ is that Bidder must have Minimum 3 years of experience in similar contracts. However, bidder who raised the question seemed not to have relevant number of work experience. Organizers clarified that bids will be evaluated per evaluation criteria set in RFQ such as:

- ☒ Technical responsiveness/Full compliance to requirements and lowest price;
- ☒ Full acceptance of the PO/Contract General Terms and Conditions;
- ☒ Comprehensiveness of after-sales services (Warranty Conditions);
- ☒ Minimum no. of years of experience in similar contracts: 3 years;
- ☒ Minimum no. of similar works undertaken over the past 3 year: three (3);
- ☒ Minimum no. of Statement of Satisfactory Performance (recommendation letter) - 3 (three);
- ☒ Appropriateness of the implementation of time schedule service completion date should not exceed 10 weeks;

- 3) Final question raised was related if bidders who did not attend the pre-bid conference and site visit can apply for the tender. Organizers clarified that any qualified bidder can apply for the tender, despite they attended the pre-bid conference meeting and site visit or not.

With this meeting was completed. No further questions were raised.

Pre-bid conference meeting minutes will be shared with the companies who attended the pre-bid conference meeting, as well as will be uploaded online on webpage where RFQ is already posted. Following see the respective link: [http://procurement-notice.undp.org/view\\_notice.cfm?notice\\_id=61399](http://procurement-notice.undp.org/view_notice.cfm?notice_id=61399).