



RFP/FJI/JPN/001/19 - LIDAR DATA SURVEY FOR PALAU

PRE-BID CONFERENCE MINUTES

Date: 15 January 2020
 Time: 12:00-12:50 (Fiji time)
 Venue: UNDP Pacific Office in Fiji, Level 8, Kadavu House, 414 Victoria Parade, Suva, Fiji
 Participants: Japan North Pacific DRM Project team in Fiji and Palau, PALARIS representative and interested companies

THE BRIEFING BACKGROUND:

Japan North Pacific DRM Project has announced the Request for Proposal (RFP/FJI/JPN/001/19) to select a company for LIDAR survey to support PALARIS's island vulnerability assessment work in Palau. Interested companies were invited to attend pre-bid conference scheduled for 15 January 2020 at 12.00 Fiji time. The objective of the pre-bid meeting is to brief interested companies on terms and conditions of the tender, explain scope of work and respond to the questions of bidders pertaining to the solicitation document and LIDAR survey. Representative from PALARIS was invited to respond to specific questions on LIDAR survey

THE KEY MEETING OUTCOMES:

Japan North Pacific DRM Project Procurement Specialist briefed meeting participants on purpose of the tender, terms, conditions and requirements outlined in the solicitation document. Project Manager mentioned that projects duration is one year, hence the survey should be completed, and results presented to UNDP in December 2020. Also, meeting participants raised questions on eTendering, terms of reference and other peculiarity of the LIDAR survey in Palau. Below is record of questions and answers discussed during pre-bid meeting.

QUESTIONS AND ANSWERS:

#	Questions	Answers
1	Can UNDP extend bids submission deadline from 30 January 2020 to 13 February 2020.	Yes, tender deadline will be extended until 13 February 2020, 23.59 New York time.
2	Companies are facing difficulties and issues accessing the UNDP eTendering portal. Is it possible to guide on this?	Companies are advised to send email to murod.ruziev@undp.org with explanation of problems connected with access and submission of proposals using eTendering system and provide screenshots so UNDP can address them to the technicians for guidance and help.
3	Will expected date for commencement of contract and maximum duration of contract be revised if bids submission deadline is extended until mid-February 2020?	Expected date for commencement of contract might be revised accordingly, but maximum duration of contract will not be changed, and service provider will be required to accomplish assigned in December 2020.
4	Are shape files available for the coverage area?	Yes, project will provide files after the meeting in KMZ file format.
5	Imagery requirements (Accuracy, Resolution and Ortho-rectification of data).	Imagery would be considered supplemental information and requirements would depend on overall cost of the project.
6	Resolution of imagery?	Approximately 1 meter

7	Weather condition of this time of year for the collection of data in the region. Weather study shows that April is when weather get bad	Based on project time frame collection during April to June would be ideal as summer months (June-August) are usually considered the peak period for rainfall.
8	Post procurement verification; are there any expectations regarding number of control point per island and post LIDAR procurement, i.e. number of days required to verify the accuracy of LIDAR procured.	Palau does have benchmarks that can be used for control points, but they are limited to several inhabited islands. The control points will be provided for reference.
9	Would it be an expectation of the surveyor to do ground verification across the island or would it be within the country surveyors.	It is expected that the selected company would carry out the verification, but this is also dependent on cost of the project. If within project cost this will be carried out by the selected vendor, if not this will be conducted locally.
10	Collection area from table on page 24 of the ITB, refers to 7 different areas, while actual bidding forms refers to 9 different areas. Can you clarify?	The areas in the ITB refer to the general names of areas (island groups and administrative states). The KMZ file mentioned earlier will provide a reference of the number of islands to be surveyed.
11	Are there any pre-assumption to use LIDAR dataset to be procured, is it required for hydrological analysis, geological, visualization are other reasons for LIDAR survey.	Main reasons for the Lidar Survey is to update topographical information of Palau as current topographic information is approximately 50 years old. Also, the updated topo information will be used to develop risk assessment information for coastal areas, namely wave inundation in relation to sea level rise. Other uses include state and community planning development.
12	For independent control there is set expectation have independent control for QC or that optional?	Benchmarks will be provided.
13	Do you have requirement or expectation that the responder will include set of independent check points for the purpose of independent QC evaluation?	No, this is optional
14	If control points are tied to sea-level is this case for all the islands or only the main islands?	The benchmarks that will be provided are tied to a tide station therefore orthometric heights are expected for most areas within the main island group. The southwest islands do not have any elevation information tied to a tide guage, therefore may require other elevation standards (ellipsoid)
15	Are there any government agencies topographical surveyors available to provide support on the ground control point stations, verification analysis?	Yes, PALARIS (National GIS Office) and the Bureau of Lands and Survey will be able to provide support.

16	Are there specific ranges around low tide we need to adhere to (2, 3,4 hours before or after lowtide)	Not necessarily, this would be more a judgement call on the contractor to determine the appropriate window period of collection. We do want to capture some marine features (sand bars and etc..), hence the request to collect at low tide, but do not want to significantly extend the number of days needed for the overall project.
17	Is there any expectation on the levels of classification?	The classification is related to some secondary activities that our office is involved. Though not mentioned in the pre-bid conference, we are interested delineating hydrological features (streams, rivers, lakes).
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Notes:

- Minutes of the meeting will be posted on the website. UNDP procurement notices and all relevant tender information will also be posted on the following portals:
UNGM: <https://www.ungm.org/Public/Notice/101769>
PSO: http://procurement-notices.undp.org/view_notice.cfm?notice_id=62187
- Questions on tender can be sent in writing to murod.ruziev@undp.org or procurement.fj@undp.org prior to bids submission deadline.