RFP-ZIM-GF-006-2020 CLARIFICATIONS

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| **ITEM** | **CLARIFICATION REQUEST** | **UNDP RESPONSE** |
| 1 | What is the contract period for this consultancy | The Contract will start at the 1st of April 2020 and run for a year . Note that the detailed design and related activities with its approval should be achieved with **in 2 months’ time** from the contract start date. |
| 2 | Are there Liquidated damages for the proposed contract and if so, how do they apply? | In the case of Contractor’s failure to deliver, UNDP will charge liquidated damages at a rate of .5% of the remaining contract value, See Bid Data Sheet #8 |
| 3 | How is the evaluation conducted? | Evaluations will be based on preliminary evaluations which will be a pass/fail criterion, then technical evaluation which will be on a scored basis. Only those proposers achieving a 70% pass mark on the technical evaluation will be evaluated financially.  Financial proposals will be posted/ presented separately from the technical proposal and must be password protected(Nonadherence to proposals separation will result in disqualification of the bidder) . UNDP will only ask for passwords from those who would have passed with 70% on the technical evaluation. |
| 4 | Is the design locked in and signed off? | It’s good to stick to the design’s requirement as per the RFP. |
| 5 | Separation of designs and works and how will they be paid. | Each bidder to come up with their own rates for builders, designs etc |
| 6 | Time frame- what is the actual time frame for the actual build vs the design | The proposed time frame for the engineering consultancy is 1 year. It is anticipated that the actual construction will be done within this period. Eventual extension is possible depending on the construction progress and UNDP specific requirements |
| 7 | Solar- will the solar be running on a full-time basis or is it a battery system | Solar system is an option outside the main works, UNDP has its established supplier. At this stage, the only requirement for the design is that the warehouse roof structure must be designed to accommodate solar panels and provision of a battery/control cabin on the ground |
| 8 | Will we have air conditions installations on the structure. | The structure may have both mechanical and natural ventilation as well. The design specifications shall have temperature range for the main warehouse 15-25 C while the refrigerated cold room temperature range is 2-8C. |
| 9 | Is the land zoned for industrial or factory planning, is there a clearance from town planners | The land is already zoned and belongs to the Ministry of Health and Child Care. |
| 10 | Environmental and social Impact Assesment- bidders sited that it takes about 6 months to obtain it. The question is will UNDP process it or it’s the responsibility of the designing firm considering the time it will take to process it. | This aspect will be handled by NatPharm and MoHCC. |
| 11 | What compliance with local authorities / legislation are required? For example, architect council, engineer’s council, factories and works etc | Refer to Zimbabwe design and construction regulations. (Advice to foreign companies to have local partners/agents) |
| 12 | Can you clarify how we should structure our bids? | The fees for the preliminary and detailed design are to be submitted as a lump sum amount.  The fees for the supervision of the works cannot yet be determined as the scope, complexity, timeframes and procurement route are not yet fully ascertained. Therefore , bidders will submit a schedule of standard rates for the various consultants that are likely to be involved in the project.  Note that, all above clarification for point 12 should consider the separation of the financial bid from the technical one. |
| 13 | In general, the scope of work is not clear, as we understand that some of the planning is already done in other warehouses in the region. Kindly elaborate which parts of the design are available and which parts needs to be done. | The concept/preliminary design, topographic and geotechnical reports packages are for references only and must be verified by selected Consultant. The main scope of works is a comprehensive design package (phase 1) and provision of construction supervision (phase 2) |
| 14 | At page 22 section 1 sub 1.3 – “relevance … experience … in the region/country” = 70/300 point. Can we introduce Sub contactor that have this experience? | Submission of bids by a consortium/association is allowed as per FORM C. |
| 15 | In all of the RFP documents there is no mention of the following positions:  a. Architect.  b. Logistic expert.  c. Site planer.  Are they needed or is the Architecture and logistic plan already done? | Please see Scope of work on page 7, the suggested expertise can be included in the listed positions. The list in the RFP is for key staff and is indicative, and each bidder is advised to submit its own staffing structure to guarantee a comprehensive design package including those key staff. The costing of the bid should be guided by the inclusion of those key staff. |
| 16 | Are there any site infrastructure information, such as Electrics, Water, Sewerage, for understanding the connection and energy uses in the site? | Design package to have complete and limited to infrastructure design for the internal part of the warehouse compound. Connection to main infrastructure of Mutare City to be done in collaboration with Zimbabwe authorities |
| 17 | In view of the missing information and the amount of work ahead, we kindly request a postponement of the bid submission by 3 weeks which will allow us to compose a competitive proposal. | The bid submission deadline is extended to 12/03/2020. |
| 18 | If we would like to submit our bid as consortium, does that mean we should submit all company documents for each member of the consortium e.g. Company Profiles, C.R.14, C.R.6 | Please see page 8 item 14 and page 20-21. |
| Since this an entirely online submission, do bidders have to send a copy to UNDP office in Arundel park. | There is no need for bidders to submit any hardcopies to UNDP. All submissions are to be done through the electronic system. |
| 19 | How do we send requests for clarifications | Any requests for clarification about the contents of this Expression of interest shall be sent via email to [zw.psm.gfatm@undp.org](mailto:zw.psm.gfatm@undp.org) copying [oscar.zindoga@undp.org; osama](mailto:oscar.zindoga@undp.org;%20osama), [hussian@undp.org](mailto:hussian@undp.org). Any request for clarification shall be received no later than 05 days before the deadline for submission of applications as stipulated above. No phone calls will be accepted. Answers to questions/inquiries will be posted on UNDP e-tendering platform <https://etendering.partneragencies.org> |
| 20 | 1. Can I participate if I am not registered on e-tendering? 2. We acknowledge receipt of this EOI and will submit a Bid. May you please assist with information on how to register for eTendering. | Bidders need to be registered in order to be able to bid for this event. If you have not registered in the system before, you can register now by logging in using  username: event. guest  password: why2change  and follow the registration steps as specified in the system user guide.  If you have already registered before, sign in using the username and password. Use the “forgotten password” button if you do not remember your password. Make sure that your password has at least 8 characters, at least one in capital letters, and contains at least 1 number.  You can find detailed user guides and videos on how to use the system by following this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>  A user guide for bidders is also attached in the event. |
| 21 | The dimensions given on the General Layout @ Floor Level drawing/sketch does not agree with the given areas for the warehouse and offices. | The concept design is indicative and provides a general arrangement as how the warehouse would look like. Any improvements, changes will be done by the detailed design of the selected Consultant. |