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**RFP/FJI/JPN/001/20 (re-announcement) – Consulting services for design of EOC buildings in the Marshall Islands**

**PRE-BID CONFERENCE MINUTES**

Date: 05 March 2020  
Time: 12:00-12:45 (Fiji time)  
Venue: UNDP Pacific Office in Fiji and RMI through Skype for Business:  
<https://meet.lync.com/undp-org/murod.ruziev/FBGV3D44>

Participants:

- a. UNDP Project team in Fiji (Project Manager and Procurement Specialist)
- b. UNDP Project team in RMI (Country Project Coordinator and Procurement & Logistics Officer)
- c. Four interested companies

**THE BRIEFING BACKGROUND:**

UNDP Pacific EDCR Project has re-announced the Request for Proposal - RFP/FJI/JPN/001/20 (re-announcement) on 28 February 2020 to select a company for Design consultancy services of EOC building in Majuro and Ebeye, Republic of Marshall Islands. Interested companies were invited to attend pre-bid conference scheduled for 05 March 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 technical aspects of the schedule of requirements and specifications and respond to the questions of bidders.

**THE KEY MEETING OUTCOMES:**

UNDP EDCR Project Procurement Specialist briefed meeting participants on purpose of the tender, terms, conditions and requirements outlined in the solicitation document.

This is second round of competitive process. First one was announced in January 2020 and was later cancelled due to the following:

- 1) Reduce contract implementation period from 6 months to 4 months.
- 2) Not acceptable submission of proposals during first round. It was noted that RFP process consists of two-stage procurement consisting of technical and financial proposals evaluations done separately. As per tender document and e-Tendering system requirements on submission of financial proposals it shall be password protected and, in the system, the bidder is required to put "1" instead of actual offered price. This was the main reason of the UNDP's decision on cancelling and re-advertising of this tender. It was stated that separate financial bid opening will be conducted upon completion of technical evaluation and only bidders, who pass technical evaluation, will be requested to provide password for their financial proposal.
- 3) To explain key UNDP requirements and answer all concerning questions bidders may have.

It was noted that bidders are requested carefully read and review UNDP requirement on submission as well as evaluation criteria and team composition. This will help identify your compliance to the RFP requirements and points you may obtain during technical evaluation.

Further during the meeting, the question and answer session was conducted and below is the record of discussion during the pre-bid meeting.

**QUESTIONS AND ANSWERS:**

#	Questions	Answers
1	Company already submitted a new bid and is it a problem?	<p>Unless your bid complies with the changes made during re-announcement and bid price is not disclosed it is fine. As mentioned earlier during first round most bidders disclosed the price and therefore it was cancelled.</p> <p><u>Additional comment to this question not discussed during the meeting:</u> Bidders may edit their bid in the system or cancel their bid and re-submit new bid. Please note that compared to previous tender implementation period was changed from 6 to 4 months. This will affect schedule of works as well financial component of the proposal.</p>
2	You mentioned that proposal consists of two envelopes (technical and financial) and should the bidder provide hard copy envelopes in addition to e-Tendering system upload?	It is not required from the bidder to submit hard copy envelopes by courier/mail. E-Tendering proposal in PDF is sufficient. Financial proposal shall also be submitted but must have password protection.
3	Shall the bidder be required to provide bid security or performance security in the submission?	<p>For this tender bid security was not requested and bidders are not required to provide.</p> <p>Performance security is applied as mentioned in the RFP. However, this will be requested only from the company, who will be announced as a selected winner and during contract award period it will be requested. It is not required to provide at the meantime. The bidder may preliminarily discuss and agree with their serving bank in case of UNDP request.</p> <p>Also, bidder should confirm in their bid readiness to present performance security upon request.</p>
4	Terms of reference requires “understanding regulations of the government of Indonesia” and is this applicable?	<p>This is typo left from the sample RFP used by the UNDP and not applicable. It shall be regulation from the government of the Republic of Marshall Islands.</p> <p>Corresponding amendment will be prepared and shared along with this pre-bid meeting minutes.</p>
5	In the e-Tendering system event bid details it is not mentioned which of the forms like form A, B or C shall be uploaded against bid factors.	Each bid factor requires some supporting documents including forms. Please use form related to the bid factor. If you can find relevant bid factor you may upload to any other closest bid factors. After closure of bid deadline UNDP can download all submitted attachments and use relevant during evaluation.

		Please note you can also upload single attachment combining all required forms and documents. In addition, you can also upload as a single archive zip file. In that case maximum allowed size is limited to 45 Mbs.
6	Terms of reference and tender document does not contain any information on budget availability	As per UNDP Policy available budget and internal cost estimates cannot be disclosed. Bidders are requested to make their own calculations based on market rates and propose competitive offer.
7	Can foreign companies do site visit to Marshall Islands?	Yes, companies wishing to make site visit can contact for assistance. However, bidders should be aware of Marshall Islands Travel advisory issued due to coronavirus and other health related outbreaks. Up to date information can be obtained from <a href="https://www.facebook.com/rmimoh/">https://www.facebook.com/rmimoh/</a> .
8	Is this contract assume supervision of construction works?	As per tender document there is no supervision assumed. Contract award will include only construction site design services.  However, there is an optional item "Advice and Construction Administration Support during Construction". This optional item will not be contract award amount but may be optionally used by UNDP in case of necessity.
9	Physical team presence during contract implementation period.	Physical presence during contract implementation period is an important and UNDP expectation is that team leader is physically present during at least 75 percent of contract time to work with stakeholders and have close contact with UNDP. Lots of meetings, discussions, agreements are required on the ground. Other team members may be present upon necessity to assist team leader and it's the company to decide. This requirement is clearly mentioned in the TOR team composition section.
10	Is physical presence is required during construction period.	As mentioned above no supervision included to the scope of this contract physical presence during construction period is also not required.
11	As per RFP evaluation is done based on point system. Does that mean the company will not be immediately disqualified if missing some certificate or not comply with some requirement?	According to the RFP instruction to bidders, which provides all details of the evaluation process. Evaluation consists of 3 stages, which are preliminary, technical and financial assessment.  During preliminary evaluation stage the panel will review eligibility requirements, provision of

		<p>requested documents. Not meeting some critical eligibility criteria may lead to disqualification.</p> <p>In the technical evaluation stage panel will review technical proposals, supporting documents and mark a score against evaluation criteria stated in the RFP. Only companies received minimum 70 percent of technical score will pass to financial evaluation stage. Not meeting some technical criteria may not lead to disqualification, but just less points to be obtained.</p> <p>Financial evaluation assumes lowest price selection among technically qualified bidders.</p>
12	Can you confirm exact project delivery time	As mentioned earlier, contract implementation period is four months, which was changed compared to first round, where it was six months.

**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/104878>  
 PSO: [https://procurement-notices.undp.org/view\\_notice.cfm?notice\\_id=63879](https://procurement-notices.undp.org/view_notice.cfm?notice_id=63879)  
 Questions on tender can be sent in writing to [murod.ruziev@undp.org](mailto:murod.ruziev@undp.org), cc [akmaljon.topivoldiev@undp.org](mailto:akmaljon.topivoldiev@undp.org) and [procurement.fj@undp.org](mailto:procurement.fj@undp.org) before 3 days to bids submission deadline.