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BUILDING MUNICIPAL CAPACITIES FOR PROJECT IMPLEMENTATION

**REQUEST FOR QUOTATIONS 15/2020 –**

Preparing Technical documentation for Social Infrastructure Projects in Selected Municipalities –  
LOT 1, LOT 2 and LOT 3

**MINUTES OF PRE-TENDER MEETING, 09-MAR-2020**

The meeting began at 11:10. In attendance (list of signed attendees attached) were:

- Representatives of 2 (two) potential bidders ("Attendees"),
- From UNDP: DG Programme Analyst, Project Assistant and CO Procurement Official.

The meeting involved a short discussion focused on practical aspects of the bid preparation, with the following inquiries from Attendees:

**1. Is it allowed to apply with the same staff to more than one lot?**

- No, UNDP deems it would be unlikely to provide the required efficiency and quality of work if key staff were to be involved in more than one lot.

Specifically, the Team Leader and the Architect are considered key staff and it is therefore required for each lot to assign unique individuals to those positions.

As a rule, first two key experts must be exclusive for each lot. However, the Civil Engineer, the Mechanical Engineer and/or the Electrical Engineer may be shared across lots.

**2. Please clarify the minimum qualification requirements for the company, related to the minimum gross building area under previous projects?**

- The requirements regarding the minimum gross building area under previous projects are per project. They have been set at around 70-80% of the actual gross building area of the buildings subjects to this RFQ, as it has been considered that successful delivery of results on previous projects of such magnitude is sufficient proof of the bidder's qualifications for this RFQ.

**3. Is it possible to make available to bidders contact information of persons responsible for the project in each of the municipalities under the three lots?**

- Yes, UNDP will share the contact information on the procurement site.

**4. Is there previously developed technical documentation of any kind available for any of the sites? Are there photographs available of the sites in questions?... Whatever is potentially available may facilitate the process of developing the bids and the new technical documentation.**

- UNDP will inquire with the municipalities and ask those who have any useful documentation available to have it ready in advance for the convenience of potential bidders.

As for photographs, none of the municipalities submitted any. Photographs were not mandatory during the application process.

Based on the above, UNDP shall:

- complete the required inquiries;
- update the RFQ information accordingly;
- publish the update on its website, and
- promptly notify all attendees.

The meeting was adjourned at 11:25.

Note taker:




Marijan Djima,  
Project Assistant

Control & Approval:



Emil Angelov,  
Programme Analyst

Control & Approval:



Tanja Trpevska,  
Procurement Associate