

UN Capital Development Fund



[RFPHQ2-UNCDF-05222020 \[RFP #66266\]](#)

Master Planing of Gambia River Basin, and Technical Assistance and Legal Review of Gambia River Basin Development Organization Minute of the Pre-Bid Conference

June 15 2020

Location: Zoom meeting

Date: June 15 2020

Start time: 9:00 AM ET

End time: 10:30 AM

Language(s): English and French

Participants as panellists

All of the ten registered panelists attended.

Representing the United Nations Capital Development Fund (UNCDF):

1. Abdulaziz Alsaffar – Programme Analyst
2. Christel Alvergne- Regional Technical Advisor
3. Elizabeth Crowell – Interpreter
4. Ethelind Capuno - Operations Specialist
5. Jaffer Machano – Global Programme Manager
6. Michael Ross – Interpreter
7. Myrna Lavides – Procurement Consultant

Representing the Organisation pour la Mise en Valeur du Fleuve Gambie (OMVG)

1. Ababacar NDAO - Secrétaire Général - General Secretary
1. Abdoulaye Kourou Diallo - Directeur études, planification et infrastructure – Director of Studies, Planning and Infrastructure
2. Kabir SONKO - Directeur de l'Environnement et du Développement Durable - Director of Environment and Sustainable Development

Participants as attendees

Of the 38 registered attendees 27 attended.

Representing OMVG

1. Abdoulie JOBE - Head of Division Studies and Planning, Registered and attended
2. Aïssatou Dia WANE - Responsable Cellule Suivi Évaluation, Registered and did not attend
3. Awa Lo - Contrôleur Financier, Registered and attended

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4. Fatou Kiné NDIAYE - Chef Division Finance, Registered and did not attend
5. Lalo Danso - Head of procurement Unit, Registered and did not attend
6. Lamine KONATE - HYDROLOGUE, Registered and did not attend
7. Martinho Nassambis NANCABI - Directeur Administratif et des Moyens Généraux, Registered and attended
8. Nassirou condetto TOURE - Chef Division Développement Rural, Registered and did not attend

Representing SOFRECO

9. Alex Ingleson - Project Manager, Registered and attended
10. Mathieu Dassonville - Directeur adjoint du Département Agriculture et Développement Rural, Registered and attended
11. Pascal WUBBEN - Chargé d'affaires, Registered and attended

Representing IDEV-ic

12. ALICE SENGHOR - Chargée de la Prospection et du Suivi clients, Registered and attended
13. Mamadou Daffe - Administrateur, Registered and did not attend
14. MOUSSA NDOUR - Responsable qualité, Registered and attended
15. MOUSSE LANDING SANE - HYDRAULICIEN, Registered and attended
16. Ndongo SENE - Administrateur Délégué, Registered and attended

Representing CENTRE DE SUIVI ECOLOGIQUE

17. AMADOU DIEYE - Directeur Technique, Registered and did not attend

Representing GEOHYD / ANTEAGROUP

18. Axel AUROUET - Responsable de pôle, Registered and attended

Representing ANTEA FRANCE

19. Badre Lanedri - Directeur de Projet, Registered and attended

Representing Deloitte & Touche

20. Bernard Orji - Partner, Registered and did not attend
21. Senthil Rajan - Advisor, Registered and attended

Representing SMEC International Pty Ltd

22. Douglas Coleman - Business Development Manager, Registered and did not attend

Representing UNCDF

23. Elisa Benistant - Project Specialist, Registered and attended

Representing Société du Canal de Provence

24. Florian Savalle - Responsable d'agence de Dakar, Registered and attended

Representing AECOM

25. Henri TICHOUX - Director - BDi-Environment, Registered and attended

Representing WSP

26. James Melvill - Project Manager, Registered and attended

Representing ISL

27. Jerome PARTIOT - Directeur Developpement, Registered and did not attend

Representing BRL Ingénierie

28. Julien Verdonck - Project director, Registered and attended

Representing Meinhardt (Singapore) Pte Ltd

29. Lanto Rafilibera - Business Development Manager, Registered and attended

Representing Deloitte & Touch Ghana

30. Mariah Greenstreet - Management Consultant, Registered and attended

31. Stanley Anum - Manager, Registered and attended

32. Roland Baah Teye - Associate Director, Deloitte Ghana, Registered and attended

Representing Deloitte & Touch Senegal

33. Mayecor Sar - Senior Manager - Government and Public Sector, Registered and attended

Representing Tata Consulting Engineers

34. Monika Jain - Assistant General Manager, Registered and attended

35. VISHAL CHAUDHARI - Senior Manager - Business Development, Registered and attended

Representing SCP

36. Olivier Balieu - Hydrologist, Registered and attended

Representing Geneva Water Hub

37. Rukan Manaz - Program Manager, Registered and attended

Representing BRL Ingénierie

38. Vincent AUGER - Business Development Manager, BRL Ingénierie, Registered and did not attend

Minutes

- Fluent panellists in both in English and French were representing UNCDF and OMVG.
- A real-time two-way interpretation was provided for English to French and French to English.
- A notice was published on the Procurement Notices page of UNDP with instructions on how to join the webinar. The webinar was hosted on Zoom, and there were a total of 48 registered users, of which 10 were panellists (including two interpreters) and 38 attendees. All 10 panellists were present while 27 of the 38 registered attendees were present, bringing the total number of logins connected to the session at 38.
- The panellists started the meeting explaining that this is a pre-bid conference for RFP #66266: Master Planning of Gambia River Basin, and Technical Assistance and Legal Review of Gambia River Basin Development Organization.
- Subsequently, the question and answers session commenced.

- It was noted that responses to all the questions would be posted in the form of a written Questions and Answers document on the Procurement Notices page of UNDP.
- At around 10:30 AM, the session was adjourned as the attendees did not have any additional questions.

The questions raised by the bidders during the meeting and the answers provided by UNCDF are summarized below:

S/N	Questions	Answers
1	Do the reports have to be submitted in English, French, and Portuguese?	Yes. Reports must be submitted in English, French, and Portuguese.
2	What language can the proposal be submitted in?	<p>After further review and discussion with OMVG, the proposal must be submitted in BOTH English and French.</p> <p>This is to amend this RFP Section 3: Bid Data Sheet No.1-page number 17 the “Specific Instructions/Requirements” entry is now “Proposals must be submitted in both English and French”.</p>
3	<p>Can a bidder bid on all three lots?</p> <p>If we bid for all three (3) lots, are we required to submit a technical and financial proposal for each lot?</p>	<p>Yes, a bidder may bid on all three lots. However, if the contract is awarded to one company for lot one, that same company will not be awarded contracts for lot two nor lot three. Lots 2 and 3 may be awarded to the same vendor, but any company that will be awarded either Lot 2 or Lot 3 will not be awarded Lot 1.</p> <p>A bidder that wants to bid for all lots should submit one set of technical and financial proposal for each lot, so that there should be 3 sets of technical and financial proposals.</p>
4	May UNCDF provide an estimated number of person-hours for each lot?	An estimated number of person-hours cannot be provided for each lot. We are expecting that the vendors can calculate this based on the approach and methodology they will establish in their proposal.
5	What will be the language of the experts? Should the experts master English, French and Portuguese?	<ul style="list-style-type: none"> • Lead consultants should be bilingual in French and English. • All other personnel are required to be

		<p>French speaking. English is considered an added advantage but not a requirement.</p> <ul style="list-style-type: none"> Portuguese is no longer a language requirement for any personnel.
6	<p>Page 19 of the RFP indicates that “maximum expected contract duration is two years”. Annex 1 page 8 under section 5.2 states the “excepted duration of the contract shall be for a period of one year”. Can you please clarify if this is one or two years?</p>	<p>Annex 1 section 5.2 states “<i>The expected duration of the contract will be for a period of one (1) year as noted in Annex 2 Section 6 (Reporting and Implementation Schedule).</i> However, due to the COVID-19 impact, from a tendering perspective, the RFP document states in Section 3. (Bid Data Sheet part 19) that the “<i>maximum expected duration of the contract</i>” will be for a period of two (2) years. <i>This additional year is subject to section 9 of this document</i>”. We stand by these statements.</p>
7	<p>Annex 1 states that all data will be made available. Can you please confirm that all data will be made available when the contract is awarded?</p>	<p>Annex 1 states that “<i>The OMVG will provide the Service Providers with all the necessary and available technical information for a successful performance of the assignment</i>”. We stand by this statement.</p>
8	<p>Will the maps containing the boundaries of the three river basins be provided?</p>	<p>OMVG have indicated the availability of maps of the river basins. OMVG has provided to UNCDF a map which has been published on the procurement portal of UNCDF. UNCDF will publish any additional maps received by OMVG on the procurement portal of UNCDF</p>
9	<p>Will additional data at the country level be made available?</p>	<p>Yes. OMVG will provide additional country-level data to the successful bidder after the contract is awarded. OMVG will coordinate with member states on this matter.</p>
10	<p>How will members of a joint venture be evaluated?</p>	<p>Every member of the joint venture will be evaluated individually. At the same time, they will also be evaluated jointly.</p> <p>If there are members in the joint venture that have done work similar to the UNCDF requirement in their individual capacity, such track record will be counted. If the joint</p>

		<p>venture has previously done together some work similar to the UNCDF requirement, such work shall be counted as well for the joint venture.</p> <p>If UNCDF find grounds to do so, it may exercise its right to disqualify member of the joint venture, and/or recommend that such member to be removed from the joint venture if the joint venture will be awarded the contract.</p>
11	Page 21 of the RFP indicated “Minimum of three contracts of similar value, nature and complexity implemented over the last 3 years”. Can ongoing work be counted towards this?	Yes. Previously completed work will be counted, but ongoing work may be also counted towards the minimum of three contracts. However, it is important that the percentage state of completion of the ongoing work be indicated.
12	When the term “similar” is used, does it apply to projects of a similar context but in a developing country?	<p>Unless there is a specific clause indicating the geography, then the term “similar” when used in the context a project is not restricted to a particular geographic area.</p> <p>If bidders are not certain about the extent of how “similar” or “related” a given experience is, UNCDF encourages the bidders to mention any experience that they feel is somewhat similar or related to the UNCDF requirement and the evaluation panel will make their final determination of how similar or related the experience is.</p>
13	OMVG is composed of multiple member states. Who will be certifying the deliverables?	<p>Please refer to Annex 1 Section 4.1 (Managing the Project)</p> <p><i>“In addition, the Chairperson of the Steering Committee is responsible for certifying the acceptance of the outputs and for authorizing the disbursement of payments. Upon receiving the certification of from the Steering Committee, UNCDF will disburse the payments as per schedule and milestones in section 3.4 above”.</i></p>

14	Should the masterplan include modelling of the impact of climate change on water resources? What time horizon should be used?	Yes. A time horizon between 20 and 25 (inclusive) years should be used.
15	Could you consider providing the range of budget for each lot?	We regret that UNCDF procurement policy does not allow us to disclose any indication of budget, nor a range of amounts. We request from bidders to submit prices that are based on reasonable and fair value market value of the work.
16	Can the bid security be paid in the form of a wire transfer to UNCDF bank account, because it is much easier to do these days?	<p>This is acceptable but only as a last resort, and only if it not possible to provide the bid security in the form noted in the Request for Proposal document (i.e., bank guarantee).</p> <p>The reason for this is that UNCDF prefers to hold onto a financial instrument that we will just liquidate if necessary, such that the actual amount still remains with the bidders. Apart from a bank guarantee, the other alternative is a cashier's check. UNCDF does not need to hold on to a cash as bid security. We only need a financial instrument that will serve as security to the bid. With a wire transfer, there is a transaction cost to UNCDF that we would incur when returning the money to the bidder so that we do not prefer this option.</p>
17	Can additional questions be sent for a response? What is the deadline?	<p>Yes. Additional questions should be sent to uncdf.procurement@uncdf.org with a carbon copy to bluepeace.eoi@uncdf.org. Questions received will be anonymized, edited for clarity, and posted online on the procurement page for this request for proposal. The BDS No. 11 of the RFP Section 3 : Bid Data Sheet states that the "<i>Deadline for submitting requests for clarifications/ questions</i>" is "<i>15 days before the deadline of submission</i>".</p> <p>Please note: We may not be able to answer</p>

		questions individually beyond the said period.
18	Request for Proposal document page 23 has a section on Key Personnel. Does that apply for lot one or all the lots? If it only applies to one lot, what are the requirements for the other lots?	This section applies to all three lots. In the bid you will submit, you must ensure that each lot you are bidding for will have a set of Key Personnel.
19	Is it possible to reduce the maximum liquidated damages?	We do not feel the need to respond to this question at this point. The preference of UNCDF is to not have invoke this clause, because completing the work on time should be the joint objective of UNCDF and the successful offeror. If there will be delays, UNCDF only needs that the contractor inform us of the need to give time extensions to avoid liquidated damages, which we will not deny if the reasons are beyond the control of the contractor.
20	Lot one has as detailed Terms of Reference. Are there a specific Terms of Reference for lots two and three?	No. The work for lots two and three are anchored on the Terms of Reference for lot one.
21	Annex 2 Section 7.1 states "It shall include international and national experts". Is it mandatory for the experts to have either local or international experience?	The team should have at least one international and one national expert.
22	Annex 2 Section 7.1 indicates 15 years of experience while in that same section, it indicates 5 – 10 years minimum. How many years' experience is required for this section?	The 15 years that you are referring is an example as stated, "a rural engineer for example with at least 15 years of experience". is the RFP stated that "experience of 5 to 10 years minimum" is required for that section. This requirement stands.
23	What is the expected start date of each lot now that the submission deadline has been extended?	The expected date of commencement is September 1 2020. This overrides the date indicated in Section 5 (Bid Data Sheet) of the Request for Proposal document. This is due to extending the bid submission deadline to August 1, 2020 from July 1, 2020.

24	<p>The RFP document states “Minimum of three contracts of similar value, nature and complexity implemented over the last 3 years. (For JV/Consortium/Association, all Parties cumulatively should meet requirement)”.</p> <p>If there is a joint venture with two firms, does that mean that firm needs to have three contracts of similar, value, nature and complexity?</p>	<p>Please refer to our answer to question no. 10 above.</p> <p>Each firm in the JV will be evaluated and each firm must meet this requirement, even if they were not done together with the other JV partners.</p>
25	<p>Can you please consider extending the project deadline which is currently set to July 1 2020?</p>	<p>On June 12 2020, a notice was published on the procurement portal of UNCDF where this RFP was hosted, indicating that the submission deadline has been extended to August 1 2020. Please make sure that you visit the page regularly to ensure that you have the latest information.</p>
26	<p>Will there be a second pre-bidding conference?</p>	<p>Yes. A second pre-bidding conference is scheduled for July 15, 2020 at 9AM New York time. To register, please use this link.</p>
27	<p>Now that the Deadline of Submission has changed, what is the deadline for submitting requests for clarifications/ questions?</p>	<p>The deadline for submitting requests for clarifications/ questions is now July 15, 2020 at 11:59 PM EST/EDT (New York) time zone.</p>