

# Pre-Proposal Conference

## **Consulting Service for the Design and Construction Supervision for Two (2) Public Markets in Central Sulawesi**

**RFP-UNDP-PETRA-105957-012-2020**

**July 2020**

## Preliminaries

- ❖ Please ensure that fill in the Attendance List completely
- ❖ UNDP Introduction
- ❖ We will attempt to answer all questions.
- ❖ All questions and responses will be recorded and the minutes will be uploaded in the ATLAS e-tendering system.

## The Purpose

- ❖ To give an overview of the role of UNDP PETRA Project (PIC: Bpk. Budhi Ulaen, PETRA Project Manager)
- ❖ To give an overview of the Technical Specifications and Delivery requirements (PIC: Bpk. Whisnu Anggono)
- ❖ To give an overview of the Competitive Bidding Document (PIC: PETRA Procurement Team)
- ❖ To give a brief guideline of using ATLAS e-Tendering system, especially on registration, accept invitation, and how to submit a bid (PIC: PETRA Procurement Team)

# **UNDP PETRA PROJECT**

**(Delivered by Bpk. Budhi Ulaen)**

**❖ Project Background**

**❖ Project Objectives**

**❖ Project Location**

**❖ Project Activities**

# Terms of Reference

(Delivered by Whisnu Anggono)

- I. PROJECT BACKGROUND
- II. SCOPE OF SERVICES
- III. EXPECTED OUTPUTS
- IV. GENERAL RESPONSIBILITIES/REQUIREMENTS
- V. DURATION OF THE WORK
- VI. LOCATION OF WORK
- VII. CONSULTANT'S PREFERRED PROFILE
- VIII. SCOPE OF PROPOSAL PRICE AND SCHEDULE OF PAYMENTS
- IX. PROTOCOL PREVENTION SERVICES COVID-19 IN DESIGN AND SUPERVISION CONSTRUCTION PROJECT

# I. PROJECT BACKGROUND

Part of PETRA Output (2) that aim for community infrastructure rehabilitation and reconstruction to support livelihood recovery, decisions on which activities are to be identified and prioritized by the communities themselves and further consulted with the district/municipality.

The component is intended for community works which covers rehabilitation and reconstruction of public market, clean water sources, storage and distributions, drainages or irrigation channel, pedestrian, and vehicular roads (including sidewalks, trail track, small bridges and culvert), etc.

# I. PROJECT BACKGROUND

<b>Track A: Livelihoods stabilization</b>	<p>Infrastructure rehabilitation: Building or rebuilding infrastructure, especially community infrastructure, such as roads, bridges, water and sanitation systems, shelter, telecommunications, health facilities, schools, community centers, and irrigation and drainage systems.</p>
<b>Track B: Local economic recovery for medium- to long-term employment, income generation, and reintegration (if required)</b>	<ol style="list-style-type: none"> <li>1. Vocational and skills training and placement: Technical and vocational training, apprenticeships, job placement services, and self-employment support.</li> <li>2. Inclusive private sector development: Support for inclusive market development, inclusive financial sector development, and business development services.</li> <li>3. Conditional cash transfers: Support for national programs of cash transfers to targeted households on the condition that household members take measures to advance their own development, such as sending children to school and accessing maternal and child health care services.</li> </ol>

# I. PROJECT BACKGROUND

**The specific objective** is to improve, expand and maintain basic services and social facilities at community level to pursue resilient and sustainable livelihood.

**The expected results** from this program component are

- a) reconstructed community infrastructure in to support livelihood recovery in Central Sulawesi, and
- b) restored minimum household capacity for restarting and improving their livelihood.

## **Community, cultural & environmental considerations**

It must also be aware of community and political sensitivities, most vulnerable groups, biases and practices toward religious practices, child labor, LGBT, people with disabilities, and female headed family in infrastructure labor intensive works and drivers of family survival initiatives



## II. SCOPE OF SERVICES

The Consultant must provide design and construction supervision services for reconstruction of Pasar Omu, in Sigi District and Pasar Sibado, in Donggala District.

Pasar Omu	Pasar Sibado
<ol style="list-style-type: none"> <li>1. Reconstruction of office building: 36 m<sup>2</sup></li> <li>2. Reconstruction of Los Bangunan 1: 188 m<sup>2</sup></li> <li>3. Reconstruction of Los Bangunan 2: 176 m<sup>2</sup></li> <li>4. Reconstruction of Los Bangunan 3: 151 m<sup>2</sup></li> <li>5. Site drainage: est. 550 m'</li> <li>6. Reconstruction of toilet (4 rooms): 6.5 m<sup>2</sup></li> <li>7. Waste collection site: 10 m<sup>2</sup></li> </ol>	<ol style="list-style-type: none"> <li>1. Reconstruction of Los Bangunan 1: 186 m<sup>2</sup></li> <li>2. Reconstruction of Los Bangunan 2: 189.63 m<sup>2</sup></li> <li>3. Site drainage: est. 400 m'</li> <li>4. Reconstruction of toilet (4 rooms): 6.5 m<sup>2</sup></li> <li>5. Waste collection site: 10 m<sup>2</sup></li> </ol>

## II. SCOPE OF SERVICES

The scope of the required services has been divided into the following four basic phases:

- **Phase I** : Detailed Designs and Portions of the Bidding Documents.
- **Phase II** : Pre-Construction and Bidding Support Services
- **Phase III** : Construction Supervision.
- **Phase IV** : Defects and Liability Period

These phases have been furthermore subdivided into tasks/activities covering the broad spectrum of required services

### III. EXPECTED OUTPUTS

- Timely completion of public building which enable restoration of public market to affected communities
- Community participation for the restoration of such infrastructure to better than customary national standards, with better disaster and climate change resilience
- Through each subproject having its own environmental and social management plan, in line with the Programme's Environmental and Social Management Framework.

### III. EXPECTED OUTPUTS

- The Consultant's completion of supporting documents for tender:
  - a) The documentation shall include Bills of Quantities, the Technical Specifications, and the drawings compliant with UNDP best practice standards
  - b) The Consultant shall also produce a confidential priced Bill of Quantities for the use of UNDP in verifying the veracity and reasonableness of bids submitted

All documentation shall be both in English and Bahasa Indonesia.

## IV. GENERAL RESPONSIBILITIES/REQUIREMENTS

1. Facilities provided by UNDP
2. Facilities provided by the Consultant
3. Liaison
4. Reference and compliance standards
5. Institutional arrangement
  - Supervising authorities-contract execution and completion
  - Reporting content and frequency
  - Regular liaison-community/local business community
  - External contributors to contract monitoring and evaluation
  - Facilities/ support to be provided by UNDP, partner & beneficiary agencies

## V. DURATION OF THE WORK

- **Completion date:**

20 months, design must be completed within period of 3 months after signing contract

- **Approval Lead Time by UNDP**

Given that UNDP shall be kept regularly and fully informed of the restoration program's progress and satisfactory completion, final payment for Consultants services shall be affected within thirty days of payment approval.

- **Impacts of Delays by Donors and the Government**

## VI. LOCATION OF WORK

- **Services Delivery Location**

The Consultant's services shall be delivered progressively at all sub project locations identified in the agreed Workplan or other locations that may be deemed necessary by the Project Management Unit, for purposes of assessing possible future works (Omu, Sigi and Sibado, Donggala)

- **Service Provider Communication**

The Consultant shall maintain regular daily contact with the Project Management Unit via email and/ or mobile phone to confirm satisfactory progress and the movement of its team members throughout sub project locations

## VII. CONSULTANT'S PREFERRED PROFILE

- **Type of Firm and Specialization Areas:**

An engineering/architectural consultancy, construction contractor or developer well experienced in the design and works contract supervision for Provincial public infrastructure development and restoration in post natural disaster recovery contexts. This experience shall have addressed a broad range of simple buildings infrastructure for: public administrative facilities and public markets.

- **Corporate Qualifications:**

The preferred firm shall demonstrate commercial qualifications for the Indonesia context – with legal proof. No blacklisted by UNDP and other international development institutions.



## VII. CONSULTANT'S PREFERRED PROFILE

- **Years of Experience**

At least 6 years project management experience for multiple public building sites, with a significant geographical spread throughout the Indonesia. This shall include at least 3 years' experience in design and construction for public administrative building and public market

- **Firms Key Attributes**

Familiarity with the relevant overarching National government regulations and standards and the specific standard buildings drawings and technical specifications for the Ministries of Public Works

- **Team Composition**

## VII. CONSULTANT'S PREFERRED PROFILE

- **Team Member Qualifications & Experience**
  - a) Team Leader
  - b) Design & Supervision Engineer
  - c) CAD Draftsperson
  - d) Mechanical and Electrical Engineer
  - e) Environment and Social Specialist
  - f) QA Inspector/ Clerk of Works
  - g) Stakeholders Liaison

## VIII. SCOPE OF PROPOSAL PRICE AND SCHEDULE OF PAYMENTS

No.	Title	Deliverables Duration	% of Total
1.	Inception report Comprising revised workplan, environmental management plan and risk assessment	1 month	10
2.	Design Services Final Design Reports and Final Tender Documents (Technical Specification, BOQ and DED); Government notice to proceed with tendering	2 months	30
3.	Pre-Construction and Bidding Support Services Provision of technical advice during the bidding process	2 months	10

## VIII. SCOPE OF PROPOSAL PRICE AND SCHEDULE OF PAYMENTS

No.	Title	Deliverables Duration	% of Total
4.	Construction Supervision for Sulawesi Tengah (90 days) Completion of Construction Supervision	3 months	45
5.	Defects Liability Period  The Consultant shall make its team available through the defects-notification stage of the project to provide input as required into the completion of As-Built drawings and to the preparation of project related final accounts and contractual close-out.	1 year after Substantial Completion of the civil works	5

## VIII. SCOPE OF PROPOSAL PRICE AND SCHEDULE OF PAYMENTS

- The Consultant is to also propose their own financial proposal, justified based on its experience of what can practicably be achieved
- The Bidder shall provide a fixed lump sum for the whole of the project, including a fixed weekly/monthly construction supervision rate which will be used in any amendment in the event of any unavoidable time overruns
- Lump Sum pricing shall apply, whereby the Consultant shall be responsible for covering all costs, inclusive of fees, per diems/ living allowances, domestic air travel, vehicle operating costs, office operational costs and national taxes. However, the consultant shall provide the breakdown of costs of the various cost items, in man-days/man-months, quantities required, etc

# IX. PROTOCOL PREVENTION SERVICES FROM COVID-19

- 1. Prevention of COVID-19**
- 2. Identification of COVID-19 Hazard Potential in the field**
- 3. Provision of health facilities in the field**
- 4. Implementation of COVID-19 Prevention in the field**

For all workers, regardless of specific exposure risks, it is always a good practice to:

- Frequently wash hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Avoid touching eyes, nose or mouth with unwashed hands.
- Practice good respiratory etiquette, including always wearing a mask.
- Avoid close contact with other people.
- Stay home if sick.
- Recognize personal risk factors.

# QUESTIONS AND ANSWERS

# Solicitation Documents (SD)

(Delivered by PETRA Procurement Team)

Language of the Bid	English
Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	Not Allowed
Alternative Bids	Shall not be considered
Pre-Bid Conference	<p>Virtual Pre-Bid Conference schedule:</p> <p>Time: 2 PM (GMT+7) - finish</p> <p>Date: July 3<sup>rd</sup>, 2020</p>



# Solicitation Documents (SD)

Site Visit	<p>June 15th – June 19th 2020, from 9 AM to 3 PM (GMT+7) in Donggala and Sigi, Central Sulawesi. Potential proposers must contact the abovementioned focal person for site visits at least two (2) days in advance</p> <p>The UNDP focal point for site visit is: Whisnu Anggono/Budhi Ulaen E-mail: <a href="mailto:whisnu.anggono@undp.org">whisnu.anggono@undp.org</a>; <a href="mailto:budhi.ulaen@undp.org">budhi.ulaen@undp.org</a></p> <p>In order to support local regulation to prevent further spread of COVID-19, UNDP encourage potential proposers who have representative in to attend the site visit. The representatives of potential proposers must have travel permit from their company and health certificate. Potential proposers must follow COVID-19 Spread Prevention Protocol issued by National and Local Government.</p>
Bid Validity Period	120 days

# Solicitation Documents (SD)

Bid Security	Not Required
Documents comprising the Proposal (given format in RFP):	<p><b>Technical Proposal</b></p> <ol style="list-style-type: none"> <li>1. Form A: Technical Proposal Submission Form</li> <li>2. Form B: Bidder Information Form + Supporting Document</li> <li>3. Form C: Joint Venture/Consortium/Association Information Form + Supporting Document</li> <li>4. Form D: Qualification Form + Supporting Document</li> <li>5. Form E: Format of Technical Proposal + Supporting Document</li> </ol> <p><b>Financial Proposal → <u>PASSWORD PROTECTED</u></b></p> <ol style="list-style-type: none"> <li>1. Form F: Financial Proposal Submission Form</li> <li>2. Form G: Financial Proposal Form</li> </ol>
Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p>

# Solicitation Documents (SD)

Currency of Bid	US Dollar for international Bidders; Indonesian Rupiah for national Bidders
Clarification:	Notify Procurement Unit in Writing Deadline: 5 working days before the submission deadline
Contact Details for submitting clarifications/ questions	Focal Person in UNDP: Sylvia Siska Indriani/Martin Kurnia E-mail address: sylvia.indriani@undp.org cc. martin.kurnia@undp.org
Deadline for Submission	27 July 2020
Bid Submission Address	E-tendering <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> <b><u>Business Unit and Event ID: IDN10 and 0000006335</u></b>

# Solicitation Documents (SD)

## Electronic submission (eTendering) requirements

- Format: PDF files only
- File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.
- All files must be free of viruses and not corrupted.
- Password for technical proposal must not be provided to UNDP until the date as indicated in No. 14 ***Not applicable***
- Password for financial proposal **must not be provided to UNDP until requested by UNDP**
- Max. File Size per transmission: ***Not applicable***
- Documents which are required in original (e.g. Bid/Proposal Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission: ***Not applicable***

# Solicitation Documents (SD)

Evaluation Criteria	<ol style="list-style-type: none"> <li>1. Preliminary Examination Criteria (Pass/Fail basis) <ul style="list-style-type: none"> <li>• Minimum Eligibility (Form A: Bid Submission Form &amp; Form B: Bidder Information Form)</li> <li>• Qualification Criteria (Form D: Qualification Form)</li> </ul> </li> <li>2. Technical Proposal Evaluation (Scoring Method) (Form E: Technical Proposal)</li> </ol> <p><b><i>Financial Proposals of those Bidders who achieve the minimum technical score of 70% will be opened for evaluation</i></b></p> <ol style="list-style-type: none"> <li>3. Financial Proposal → <b>PASSWORD PROTECTED.</b> (Form F: Financial Proposal Submission Form &amp; Form G: Financial Proposal Form)</li> </ol> <p><b>No Password Protected will automatically be disqualified</b></p>

# Solicitation Documents (SD)

(Delivered by PETRA Procurement Team)

Award of Contract	Total combined scoring method which will be based on a combination of the technical and financial score.
Expected date for commencement of Contract	August 26, 2020
Maximum expected duration of contract	Twenty (20) Months upon effective date of contract
UNDP will award the contract to:	One Proposer Only.

# Solicitation Documents (SD)

Performance Security	Not Required
Type of Contract	Contract for Professional Services <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>  Please see <b>Annex 1</b> for the Contract for Goods and/or Services template, <b>Annex 2</b> for the General Terms and Conditions for Contract, and <b>Annex 3</b> for UN Supplier Code of Conduct.

# Special Condition

Contract effective date	Following conditions have been met: Contract has been signed by both UNDP and the Contractor
Advanced Payment upon signing of contract	Not Allowed
Liquidated Damages	<p>Will be imposed as follows:</p> <p>Percentage of contract price per day of delay: 0.1%</p> <p>Max. number of days of delay 100 calendar days after effective date of contract, after which UNDP may terminate the contract.</p> <p>The contractor is expected to submit the designs to UNDP within 3 months after effective date of contract. UNDP will accept a maximum delay of 15 calendar days, then liquidated damage will take effect.</p>



# QUESTIONS AND ANSWERS

# THANK YOU