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ITB/FJI/JPN/001/20 (reannouncement) – Supply of HF/VHF Radio Communication Equipment

PRE-BID CONFERENCE MINUTES

Date: July 22, 2020
Time: 12:00 – 13:00 (Fiji time)
Venue: Virtual, Zoom Call: <https://undp.zoom.us/j/99871876545>
Funding Project: Enhancing Disaster and Climate Resilience through improved Disaster Preparedness and Infrastructure (EDCR)

Participants:

- a. EDCR Project team in Fiji (Project Manager and Procurement Specialist)
- b. EDCR Project team in FSM (Country Project Coordinator and Procurement & Logistics Officer)
- c. EDCR Project Technical Consultant, Colin Schulz

Three Interested companies

THE BRIEFING BACKGROUND:

UNDP Pacific EDCR Project has re-launched an INVITATION TO BID – **ITB/FJI/JPN/001/20 (reannouncement)** to select a company for supply of HF/VHF Radio Communication Equipment. Interested companies were invited to attend pre-bid meeting scheduled for 22 July 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 the second round of competitive process:

- 1) Deadline for proposal is August 5, 2020 23:59 NY time. Need to be submitted on or before the deadline, one minute late will not be accepted, this is a strict requirement of UNDP Procurement. Bids are required to be submitted to through eTendering system. Any questions after pre-bid meeting need to be provided in writing by email to the emails provided in the solicitation documents. Please also review solicitation documents and find all the requirements that will be used by the evaluation committee to assess your bids, there will also be no additional or new requirements added during bidding process.
- 2) Project Manager briefed the participants about the three projects in the other three countries. One of the important elements is to enhance the emergency communications so the project wants to purchase HF/VHF radio, especially for Palau and FSM. Similar bid has launched but was cancelled and this is the second round for the tender.
- 3) Procurement Specialist clarified that second round of bidding process has a different price form, it is split by country and by item. Bidders are required to fill in each table and evaluation of bids will be item- and country- based. UNDP reserves the right to award country to one or more bidder. Delivery term is CIP, Pohnpei, FSM and Koror, Palau.

Bidders are advised to review ITB requirements carefully and prepare their bids as per instructions provided in the solicitation documents.

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	For the masts, will come with base plates and mounting arrangements to support either roof mount or a ground mount installation. What are the thoughts on the mounts?	That approach is the best way, because without a detailed survey for each location it is not possible to know if it will be roof or ground mount. Majority will probably be ground mount but if space is limited it will be roof mount.
2	Manufacturer or Dealer bidding	There is no restriction on bidding for manufacturer or dealer, but if one or the other decides to bid, the other should not bid as a separate company because this would cause conflict of interest. If you want to bid together, you can establish joint venture or nominate your dealer to bid and just provide manufacturing authorization to confirm you are ready to supply equipment through this dealer who is bidding in this tender.
3	Regarding the HF transceiver sets, would you require future expansion of email or digital voice?	No, if we do go to digital email, we would use an external modem. But if the internal model in the radio can support HF email then you should mention that in your bid.
4	For the digital voice, because supplier cannot add the feature when it is shipped out because of security reasons, would like to clarify if this is needed or not?	No, this is not needed.
5	Are all transceivers to be sealed at IP67? Most mobile transceivers would not be rated to IP67 or is that wrong?	Yes, that is correct. It was supposed to be IP54 and not IP67.
6	With company supplying only antenna and towers, will there be penalty because we cannot offer the full compliment of the requirements including radio and installations and such?	You will not be penalized. You can just bid the item you can offer which is in your production line. Purpose of this bidding process is delivery up to final countries of use. Just to clarify, it is item-based but one item might have sub-items, those ones need to be offered as a package.
7	How will this bid be awarded?	Evaluation and contract will be based on item and based on country. The bidder who offers the most technically responsive and lowest price will be considered the winner.
8	About the installation, what are the plans for installing the equipment?	Installation will be arranged separately, also there is a different arrangement by country, so it's not included in this bid.

9	The delivery is to only two points? One main point to Koror and one main point to Pohnpei, is that correct?	Yes.
10	On the warranty portion, there is a one-year warranty?	Yes, that is correct. Not less than one year.
11	It's going to be installed by a third party, if the installation aspect of the project is through another vendor or local resources. Sometimes when the equipment provided by the manufacturer but installed by another party, the warranty can be void because of possible issues that could happen due to improper installation. Is there any way this could be addressed?	That is not a normal situation in this field when a manufacturer will refuse a warranty if it is installed by a third party. Manufacturer's warranty comes with some conditions.
12	What conditions would be acceptable?	We require on the manufacturer of the equipment, operation of the equipment at least a one-year warranty.
13	When does the warranty start in accordance with the tender?	Normally we would expect the warranty when it is arrives at the delivery location which is Koror and Pohnpei. Any damage during shipping should be covered by shipping insurance.

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/110640>
 - PSO: https://procurement-notices.undp.org/view_notice.cfm?notice_id=67564
- Questions on tender can be sent in writing to murod.ruziev@undp.org or procurement.fj@undp.org before 2 days to bids submission deadline.