



PRE-BID CONFERENCE MEETING

RFQ 015 on Refurbishment of UN Clinic at UN Compound

LOCATION:	UN House, Caicoli Street, Dili, Timor-Leste, Finn’s Conference Room							
DATE and TIME:	21 August 2020 at 15:00 (Local Time)							
PARTICIPANTS (UNDP/ PROJECT/ END-USER):	Maria do Ceu Soares — UNDP Timor-Leste, Common Premises Manager Rui Vieira — UNDP Procurement Associate, UNDP Timor-Leste							
PARTICIPANTS (BIDDERS):	<div>List of Bidders:</div> <table><tr><td>Antonio J. V. Neto Soares</td><td>NELCES Construction UNIP. LDA</td></tr><tr><td>Nelson Da Silva</td><td>GSA Company</td></tr><tr><td>Tito Belo</td><td>Morrison</td></tr></table>		Antonio J. V. Neto Soares	NELCES Construction UNIP. LDA	Nelson Da Silva	GSA Company	Tito Belo	Morrison
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AGENDA:	<div>1. Introduction of Pre-Bid Conference Meeting.</div> <div>2. Review of RFQ including all respective Annexes.</div> <div>3. Question and Answers regarding RFQ.</div> <div>4. Site visit.</div> <div>5. Closing remarks.</div>							

Introduction and Review of RFQ 015

Meeting was opened with introduction highlighting the aim Of the Pre-bid conference meeting. During the meeting content of RFQ, including TOR, all details of respective Sections and Annexes was presented, and potential bidders were guided on the preparation to apply in accurate manner and accordance to RFQ.

Together with the guidance how to prepare and submit the bid, several important issues were highlighted:

- Validity of Quotes — 90 days from the last day of bid submission (starting from 20 August to 20 October 2010) as set in RFQ.
- Evaluation Method for the Award of Contract — Lowest priced technically responsive, eligible, and qualified bid.
- Tender Evaluation and contract award criteria — technical responsiveness of the bidder per RFQ requirements and lowest price offered.
 - Qualification and Eligibility Criteria — bidders will be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in the bid document:
 1. Minimum 3 years of experience in construction and refurbishment works.
 2. Non-performance of a contract did not occur because of contractor default for the last 3 years.

3. No consistent history of court/arbitral award decisions against the Bidder for the last 2 years.
 4. Minimum 2 contracts of similar value, nature, and complexity for international organizations in Timor-Leste and/or elsewhere implemented over the last 3 years.
 5. provision of 3 Statements of Satisfactory Performance from the Top g Clients in terms of Contract Value of \$30,000.
- Liquidation damage: 1. Percentage of contract delay a week 0.5% from the total of contract amount. 2. If the delay about 30 days, the termination of contract or PO cancelation.

Bidders were also informed that all clarifications should be conducted through e-mail correspondences. The recipients are Common Premises unit and UNDP procurement Unit.

Bidders were also informed clearly on the deadline of the submission of RFQ 25th August 14.00 hour.

Final remarks and closing

No further questions were raised at the end of the meeting and with this meeting was closed.