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**ITB/FJI/JPN/001/21 – Construction of EOC buildings in the Republic of Marshall Islands (RMI)**

**PRE-BID CONFERENCE MINUTES**

Date: 16 March 2020  
Time: 16:00 - 17:45 (Fiji/RMI time)  
Venue: 1. RMI Ministry of Works, Infrastructure and Utilities, Conference room  
2. Zoom: <https://undp.zoom.us/j/2108190641>

Participants:

1. Ms. Yoko Ebisawa, UNDP EDCR Project Manager (Fiji)
2. Mr. Vimal Pillay, UNDP EDCR Project Procurement Specialist (Fiji)
3. Mr. Melvin Dacillo, RMI Ministry of Works, Infrastructure and Utilities, PMU Manager
4. Mr. Dante Dela Vega, RMI Ministry of Works, Infrastructure and Utilities, PMU Non-Compact Delivery Manager
5. Mr. Besh Nath Gilmore, UNDP EDCR Project Civil Engineer (Nepal)
6. Mr. Akmaljon Topivoldiev, UNDP EDCR Project Procurement Officer (RMI)
7. Pacific International Inc. (RMI), 3 representatives
8. Anil Construction (RMI) 2 representatives
9. CCB Envico (Australia), 2 representatives
10. Reeves Envico (Australia), 1 representative
11. BL Harbert International LLC, 2 representatives
12. Endec Inc. (Philippines), 7 representatives

**THE BRIEFING BACKGROUND:**

UNDP Pacific EDCR Project has launched tender through the Invitation to bid - ITB/FJI/JPN/001/21 on 05 March 2021 to select a company for construction of Emergency Operation Center buildings in Majuro and Ebeye, the Republic of Marshall Islands. Any potential and interested company in this tender could attend this pre-bid conference scheduled for 16 March 2021 at 16.00 RMI/Fiji time. The objective of the pre-bid meeting was to provide brief on the construction project including site locations, tender requirements, UNDP terms and condition, review the tender document, registration and submission through e-tendering system and also to explain technical aspects of the schedule of requirements and specifications. Participants could also get responses to any question in relation to this competitive process.

**AGENDA:**

1. Opening by UNDP EDCR Project Manager
2. Opening by PMU Manager on behalf of RMI Ministry of Works, Infrastructure and Utilities
3. Introduction of participants
4. Presentation on e-Tendering (Registration and submission)
5. Presentation from UNDP Engineer on construction sites and technical details
6. Detailed overview of Solicitation document.
7. Question and Answers
8. Closing remarks

## THE KEY MEETING OUTCOMES:

### Opening and Introduction.

UNDP “Enhancing Disaster and Climate Resilience” Project Manager, Ms. Yoko Ebisawa welcomed meeting participants and provided Project background information. The Project funded by the Government of Japan, was initiated in March 2019. In collaboration with the government of the Republic of Marshall Islands (RMI) the project aims to improve country’s preparedness, operational capacity and resilience to climate change and other geo-physical and climate related hazards.

Mr. Melvin Dacillo, PMU Manager of the RMI Ministry of Works, Infrastructure and Utilities also welcomed meeting participants on behalf of the Republic of Marshall Islands government. He provided general information about the country and updated on COVID-19 situation in the country including applied measures and restrictions which shall be considered during preparation of the bid.

### Introduction of meeting participants

After opening session all meeting participants were invited to introduce themselves. There were 19 participants in the Zoom meeting and 7 participants at the conference room of Ministry of Works, Infrastructure and Utilities. The list of recorded meeting participants list is provided above.

### Presentation on e-Tendering (Registration and submission)

Mr. Vimal Pillay, UNDP EDCR Project Procurement Specialist, provided overview of the UNDP E-Tendering system, how it works and provided instructions how to register and submit bids through this tool. Main and important points and recommendations during the presentation was as following:

- E-Tendering system was introduced to increase transparency of UNDP Procurement processes and automate the competitive process, which has benefits both for UNDP and bidders. System will automatically send notifications about amendments, bid opening and further updates to all bidders
- Detailed step by step instructions on e-Tendering system was provided in the Guidance sent along with the Invitation and uploading in all websites where this tender was announced
- This presentation would be attached as annex to the meeting minutes
- Correct and most update company details, bank information and contact information shall be used during registration since this information will be used for further contracting also.
- Please have good Internet connection in using the system
- System allows you to save the progress any time
- Try to submit the bid as early as possible to avoid any issues in last minutes. The system will not allow submit bids after the deadline.
- If you forgot your password, please do not try to enter more than 2 times since the account will be locked and instead use forgot password option.
- If bid documents are many and larger than 15 Mb it is recommended to submit as zip archive file, which allow to submit faster and easier.

- If you have any issues and difficulties, please first check provided detailed instructions or do write to the contacts provide in the tender document.

#### Presentation from UNDP Engineer on construction sites and technical details

The following main agenda items were provided to the participants:

- Country information and site locations
- Basic Elements of construction of building
- Master plan and technical overview of buildings
- Layout of building floors including sizes.
- Overview of drawings
- Overview of Bill of quantity items

It was recommended that during preparation of price proposal using Bill of Quantities, only items which has quantities shall be priced. Price proposal shall be in accordance with Bill of quantity document, and it is requested to submit separate PDF and Excel files.

Mr. Bhesh Gilmore stated that only few drawings and specification documents were shown in the presentation. Complete tender package includes

#### Detailed overview of Solicitation document

Detailed overview of the Invitation to bid document was provided by the Akmaljon Topivoldiev, UNDP EDCR Project Procurement Officer.

Th following important information and recommendations were provided:

- Partial bids are allowed only for complete lot and proposals for the part of the lot will be rejected.
- Site visit can be organized upon written request to the focal points for the local bidders or who has representatives in Marshal Islands. For international bidders, the photo and video recordings can be provided upon request.
- Bid security is required in accordance with ITB Document instruction in the Bid Data Sheet paragraph 13. Scanned copy shall be submitted in the E-tendering system and original shall be sent by mail to the UNDP address indicated in paragraph 22 of the Bid Data Sheet.
- Bidders are requested to confirm compliance to Performance security requirement of the ITB document and it will be requested only from the selected bidder.
- It was noted that advance payment is allowed only up to a maximum of 20% of contract value and if an advance payment is USD 30,000 and above, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment.
- Please follow the Deadline for Submission indicated in eTendering system and in case of difference in other websites the system time will prevail.

- Bid opening of the proposals will be done in the E-Tendering system and automatic notification will be sent to all bidders including the record of the bid opening document. However, UNDP may decide at its discretion to award Lots to different bidders to reduce risk of delivery or if not sufficient capacity of the bidder is identified to complete both lots on time.
- For this tender UNDP will award a contract on the lot-based evaluation results to the lowest priced technically responsive, eligible and qualified bid. Detailed evaluation criteria are provided in the Section 4 of the ITB document.
- UNDP prefers all queries, questions and clarifications shall be done in writing to the following contacts:
  1. Akmaljon Topivoldiev, Procurement and Logistics Officer in RMI, email: [akmaljon.topivoldiev@undp.org](mailto:akmaljon.topivoldiev@undp.org)
  2. Vimal Pillay, Procurement Specialist, email: [vimal.pillay@undp.org](mailto:vimal.pillay@undp.org)
  3. Ronald Kumar, UNDP Pacific Office, Procurement Analyst, email: [ronald.kumar@undp.org](mailto:ronald.kumar@undp.org)
- It was also noted that bids shall be prepared and submitted using forms provided in the section 6 of the ITB document. These submission forms also include list of documents to support the bid. Not submission of the bid using requested forms or not provision of supporting documents may lead to disqualification during evaluation process.

Mr. Melvin Dacillo provided additional update on COVID-19 situation in the country as following:

- Current travel restriction in RMI valid until April 05, 2021, which restricts all incoming international flights
- Before COVID-19 there were regular flights from Guam (Monday, Wednesday, Friday) or Hawaii (Tuesday, Thursday, Saturday). There are repatriation travel flights from Hawaii for RMI citizens, however there are seats available for essential workers approve by National Disaster Committee.
- COVID-19 vaccination is available in the country for free. As of today 60%, of population vaccinated in Majuro and around 45% in Ebeye.
- Shipments by boat and cargo are not restrictions, but they need to follow national protocols.

#### QUESTIONS AND ANSWERS:

#	Questions	Answers
1	What is the deadline for submission?	As recommended earlier the deadline for Submission indicated in eTendering system shall be followed and in case of difference in other websites the system time will prevail. The system will not allow to submit after closing time. If the system time is converted to RMI time it is equal to 23:59, 04 April 2021.
2	Is there possibility for extension?	Considering UNDP EDCR Project duration, the possible extension is not considered at this stage. However, if several bidders request the same, it can

		be reviewed and decided. UNDP recommends following the current set deadline.
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Most of the participants preferred to submit their questions in writing after pre-bid meeting.

**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:

1. UNDP Procurement Notices: [https://procurement-notices.undp.org/view\\_notice.cfm?notice\\_id=76034](https://procurement-notices.undp.org/view_notice.cfm?notice_id=76034)
2. United Nations Global Marketplace: <https://www.ungm.org/Public/Notice/123419>
3. UNDP E-Tendering portal: ID:0000008700 (<https://etendering.partneragencies.org/>)

*Prepared by: Akmaljon Topivoldiev, UNDP Pacific Office, EDCR Project Procurement Officer*