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Notes of the pre-bid meeting for ITBMUS2021-001

Procurement of ocean monitoring and survey equipment for the 'Restoring Marine Ecosystem Services by Rehabilitating Coral Reefs to Meet a Changing Climate Future' and 'Mainstreaming Biodiversity into the Management of the Coastal Zone in the Republic of Mauritius' projects

Date and time: Friday 09 April 2021 at 11 00 hrs

Venue: Zoom platform

Were Present:

SN	Name	Designation	Organisation
1	Mrs R. Ramsurn	Regional Project Manager, Coral Restoration project (Chairperson)	UNDP Mauritius
2	Mr S. Ramchurn	Head of Environment Unit	
3	Ms F. Musa	International Operations Manager	
4	Ms S. Varaden	Finance and Procurement Assistant – Coral Restoration Project (Secretary)	
5	Ms A. Aumeeruddy	Project Assistant – Coral Restoration Project (Secretary)	
6	Ms K. Beedasee	Project Assistant, Invasive Alien Species Project	
7	Mr S. Bacha Gian	Research Scientist	Mauritius Oceanography Institute
8	Dr O. Pasnin	Associate Research Scientist	
9	Mr M. Sadien	Associate Research Scientist	
10	Mr O. Gooroochurn	Associate Research Scientist	
11	Ms S. Zein el Dine	Project Engineer	Intertech FZC, UAE
12	Mr M. Haddad	Head of Tenders Evaluation	
13	Ms T. Bissoondyal	Customer Care Assistant	Satellite Air Time Group
14	Mr P. H. Meetun	Land Surveyor	Day Marine & Services Ltd, Mauritius
15	Mr A. Jacobsen	Branch Manager & Marine Electronics Engineer	SMD Marine Technologies Mauritius Ltd (HQ in South Africa)
16	Mr B. Chuttoo	Marine Engineer	
17	Mr C. Giry	BU Manager	Neotek SAS, France

1.0 Opening

The Regional Project Manager opened the meeting and welcomed the participants present. She invited the participants to present themselves and explained the purpose of the pre-bid meeting.

2.0 Presentation of ITB

The Regional Project Manager provided an overview of the Coral Restoration project. She explained that the equipment were being procured to carry out current and wave pattern analysis for the selection of coral restoration sites and for monitoring activities. She then invited the Finance and Procurement Assistant to deliver the presentation on e-tendering procedure.

3.0 Presentation on UNDP eTendering

The Finance and Procurement Assistant delivered the presentation on e-tendering. She explained the eTendering process and method of registration to the participants. She then displayed two video guides on eTendering namely “How to register in the UNDP eTendering system as a Bidder Profile” and “How to Submit a Bid on eTendering” were also presented. The videos may be accessed here:-

1) Video Guide on How to register in the UNDP eTendering system as a Bidder Profile:

<https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be>

2) Video Guide on How to Submit a Bid on eTendering:

<https://www.youtube.com/watch?v=cy34AXsYMrC&feature=youtu.be>

The participants were advised to clear their browser every time and were recommended to use the company email instead of their personnel email in case the employee resigned. The profile should also remain active with regular logins. Otherwise, the profile could be de-activated after 3 months. The participants were informed that the deadline was based on the New York time zone.

The participants were informed that once the bid was submitted, a bid receipt mail with the list of attachments would be sent to the bidder.

The participants were also informed that the User Guide link included in the ITB tender document was not working anymore, and they should instead consult the user guide and videos at UNDP website:

<https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html>

4.0 Replies to queries on eTendering and ITB

Following the presentation, the Regional Project Manager went through the queries received prior to the pre-bid meeting and then invited the potential bidders present to raise any query they might have on eTendering and technical aspects of the ITB. No queries were raised during the pre-bid meeting. The queries which were received prior to the pre-bid meeting are shown in Tables 1 and 2 below, along with the answers thereto.

Table 1. Queries on eTendering procedure

Query No.	Query	Response
1	Can you please register our company as a bidder for this Invitation to Bid	No. Bidders have to register themselves as per the guidelines provided.
2	Since the submission of the tender is online, please confirm that we can submit a soft copy only of the bid security and we keep the original at our office until it is requested by the contracting authority.	No. As per section 6 of the Bid Data Sheet (Pg 18 of the ITB), a scanned copy of this document must be attached with your offer/bid in the system and the original must be sent by mail and shipment tracking number must be provided. Also, as indicated on Page 20, Documents which are required in original (e.g. Bid Security) should be sent to the below address: UNDP, 5th Floor, Anglo-Mauritius House, Intendance Street, Port Louis (Attention: Fatuma Musa)
3	If a bidder is bidding on more than one Lot, please confirm that you consider compliant if we submit our offer with 5 similar references for all the submitted lots.	Yes. As long as the references can substantiate the claimed experience for the submitted lots.

Table 2. Queries on Technical Aspects of ITB

Query No.	Query	Response
1	<p>In Lot 5, you have requested a “Side Scan Sonar” with different specifications and features taken from different vendors, while each vendor offers a different combination of features that might be same or close to the requirement, therefore, we are unable to identify the exact or similar required model.</p> <p>We kindly ask you to provide us with more information on the below points:</p> <ol style="list-style-type: none"> 1. Please confirm the exact required frequency or frequency range. 2. Please confirm that you consider compliant if we offer a device with a resolution having a 20% deviation from the required. 	<p>Provided the proposed equipment meets one of the frequencies stated in the ITB, it will be acceptable.</p> <p>If the proposed deviation is an improvement to the specification (higher resolution), it will be acceptable.</p>

Query No.	Query	Response
	<p>3. You have requested a maximum resolution at 250m, however, you have mentioned “Maximum operating range” with a minimum value of 300 m.</p> <p>a. Please confirm that you consider compliant if we offer a device with a maximum 250 m operating range.</p> <p>b. Please provide us with the exact value of the maximum operating range.</p> <p>4. You have requested the weight of the device to be “16 – 17 kg”, however, but did not specify the weight type/</p> <p>a. Can you please confirm the exact weight and the weight type? Is it the “Air weight” or “In-Water weight”?</p> <p>b. Can you please confirm that you consider compliant if we offer a product with an In-Water weight of 12 kg?</p>	<p>No</p> <p>Maximum operating range should be greater than or equal to 300 m depth.</p> <p>It is air weight.</p> <p>Air Weight of 16-17 Kg is specified. Minor Deviation in Air Weight of $\pm 10\%$ will be acceptable.</p>
2	<p>Due to project characteristic and the fact that the ADCP are going to be used for marine current profiling and not for a river discharge measurement, where trimarans are being usually preferred, please confirm that an equivalent floating device with same functionality will be accepted.</p>	<p>As stated in the ITB, alternative bids are not acceptable.</p>
3	<p>Side Scan Sonar:</p> <p>From our market research we noticed that the technical specifications for this side scan sonar have been pulled out from several manufacturers of this product. In this case, it appears that no one of the companies can fulfil completely the requirements. Following the above, please reconsider the technical specifications for the following parts:-</p> <p>(i) Number of Beam: 1 to 4 beams instead of 2 to 4</p> <p>(ii) Frequency – 550 kHz to 1 MHz instead of 120/410/850 kHz or 230/540/850 kHz</p>	<p>The proposal is not acceptable</p> <p>As stated above, provided the proposed equipment meets one of the frequencies stated in the ITB, it will be acceptable.</p>

Query No.	Query	Response
	(iii) Tow Fish dimension – 90 -140 length, 9 -12 diameter instead of 140 length and 12 diameter	Provided the proposed equipment does not exceed 140 and 12, respectively, it will be acceptable.
4	Wave and Tide Data Logger: As it is written in the technical specifications there is a need for Wave and Tide Data Logger equipped with compass with the following specification (range: 0-360 ⁰) and compass resolution (resolution: 0.1 ⁰). In any case a compass only makes sense if you want to measure wave directions which are not really indicated in the requested specifications. In this case the required equipment looks more like ADCP (Acoustic Doppler Current Profiler) which is much more expensive and does not seem to be indicated by the specifications. Therefore, please either exclude the requirements for compass or specify the need of ADCP and required parameters for measurement of wave directions.	The requirements for compass can be considered as optional. An addendum to the specification is being issued accordingly.

5.0 Additional information provided

The participants were informed that the deadline for submission of queries had been extended to 12 April 2021 and that the presentations and videos shown during the meeting would be shared with them.

6.0 Closing

The meeting ended at 11 45 hrs with a vote of thanks from the Chairperson.

Prepared by:



Sevika Varaden
Finance and Procurement Assistant
Regional Coral Restoration Project
Date: 09 April 2021

Approved by:



Fatuma Musa
International Operations Manager
UNDP Mauritius
Date: 09 April 2021