

CONSTRUCTION WORKS FOR THE EXTENSION & REFURBISHMENT OF DECEM/NEOC BUILDING		Pre-Bid Conference Minutes
		Ref: RFQ/FJI/JPN/004/2021
		Meeting Date: 8 th April 2021 Meeting Time: 2 PM (FSM Time). Meeting Place: DECEM Office FSM Meeting Facilitated via Zoom from UNDP Suva Office

1. Attendances

Name	Title	Organisation
Yoko Ebisawa	ECDR Project Manager	UNDP Fiji
Vimal Pillay	Procurement Specialist	UNDP Fiji
Bhesh Ghimire	IC-Engineer	UNDP Fiji
Ryan Roque	Designer -Plan	R S Roque Architects
Anthony De La Cruz	Country Coordinator -ECDR	UNDP FSM
Takiko Ifamilik	Finance /Admin Officer	UNDP FSM
Victorina Loyola	Procurement /Logistics Officer	UNDP FSM
Tony Nath	Director -DECEM	FSM Gov
ABCOD Engg	Contractor	FSM
Westchester Construction	Contractor	FSM
ARM Buildings	Contractor	FSM
Black Sand Construction	Contractor	FSM

2. Agenda

Item	Topic	Discussion
1.		UNDP Pacific EDCR Project has launched tender through the RFQ - ITB/FJI/JPN/0004/21 on 01 April 2021 to select a company for construction of DECEM Building in FSM. Any potential and interested company in this tender could attend this pre-bid conference scheduled for 8 th April @ 2pm FSM time. The objective of the pre-bid meeting was to provide brief on the construction project including site locations and tender requirements, Participants could also get responses to any question in relation to this competitive process.
2.	Confirmation of Agenda	<ul style="list-style-type: none"> - Introduction of the Project /work requirement - Brief introduction of the Project by Yoko-Project Manager - Brief presentation by Vimal Pillay on the purpose of the Pre-Bid Conference, followed by a presentation from Bhesh (Engineer) - This was then followed by Question and Answers session
2	General Comments by Vimal	

	<ul style="list-style-type: none"> • The purpose of this ITB • Scope of Service • Documents to be submitted • Example of ITB Rejection • Important Notes • Followed by question and answers. <p><u>General comments by Bhes</u></p> <ul style="list-style-type: none"> • 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 <p>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.</p> <p><u>General Comments by Ryan (R S Roque)</u></p> <ul style="list-style-type: none"> • Emphasized on the extension and refurbishment of existing building. • Only to quote for the works as per the BoQ since some of the works have been removed. • Ensure to meet the minimum specification requirements. • Relocation of meters and water tanks
3	Questions & Answer
Q1	Which all firms can participate for this tender
UNDP Response	All local (FSM Based) registered contractors and as well as International Contractors as long as they obtain the relevant permits from FSM authorities to work in FSM
Q2	Which evaluation Criteria will be used for assessing the bids
UNDP Response	The evaluation criteria used will be as per the criteria stipulated in the RFQ documents
Q3	The closing date for this bid 22 nd April 2021 @ 11.59PM. What will be the closing date /time when changed to FSM time zone
UNDP Response	The closing date /time based on FSM time zone will be 22 nd April 2021 @10.59 PM.

Q4	Clarification required on award Criteria -Technically compliant/ lowest bid	
UNDP Response	Bidders were advised that bids that meet the technical requirement will only be considered for financial evaluation. Therefore, the bid that meets all the technical requirements and has provided the lowest price will be awarded the tender.	
4	Annexes	
		<p>Please find attached the following annexes:</p> <ol style="list-style-type: none"> 1. Annex I Pre-Bid Meeting Presentations 2. Annex II – Presentation by the Engineer