



REQUEST FOR QUOTATION

Construction _DECEM-NEOC Extension & Existing Building
Refurbishment

Reference:RFQ_FJI_JPN_004_21

Project: ECDR Project

Country: FSM

Pre-Bid Conference

8th April 2021

2PM (FSM Time)

Agenda

- Introduction
- Purpose
- Scope of Service
- Documents to be Submitted
- Examples of RFQ Rejection
- Important Notes
- Questions and Answers

INTRODUCTION

A. Sign-in Sheet

- All attendees must sign-in

B. Project Team

Yoko Ebisawa– Project Manager

Anthony De La Cruz. –Country Project coordinator

Vimal Pillay, Procurement Specialist

Bhesh Ghimire- Structural Engineer

Lines of Communication during the RFQ period

All queries to be sent via email

vimal.pillay@undp.org/victorina_loyola@undp.org/anthony.de.la.cruz@undp.org

PURPOSE

The purpose of this meeting is to briefly discuss about this procurement ,clarify issues and to answer questions on any matter that may be raised in respect to the RFQ- Construction –DECEM Office

Scope of Services

THE CONTRACTOR IS EXPECTED TO CARRY OUT THE WORKS STIPULATED IN THE DESIGN DRAWINGS AND SPECIFICATIONS PERTAINING TO THIS PROJECT, WHICH GENERALLY CONSISTS OF THE FOLLOWING:

THE WORK INVOLVES THE CONSTRUCTION OF FSM DECEM/NEOC EXPANSION AND REFURBISHMENT IN PALIKIR. WORK INCLUDES, BUT IS NOT LIMITED TO;

DEMOLITION, EARTHWORK, SITE UTILITIES, SITE IMPROVEMENTS, PAVING, AND LANDSCAPING. WORK ALSO INCLUDES CONCRETE FOUNDATIONS,

SLABS-ON-GRADE, CONCRETE, CAST-IN-PLACE CONCRETE ROOF, METAL ROOFING, ROOF MEMBRANE, METAL FABRICATIONS, THERMAL AND SOUND INSULATION, CONCRETE MASONRY UNIT WALLS, NON-STRUCTURAL METAL FRAMING, CARPENTRY, GYPSUM BOARD WALLS AND CEILINGS, CERAMIC TILE

DECEM OFFICE SITE



DOCUMENTS TO BE SUBMITTED

- ✓ Annex 2: Quotation Submission Form duly completed and signed (including signed BoQ)
- ✓ Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1
- ✓ Company Profile.
- ✓ Registration certificate/Construction licence ;
- ✓ Health and Safety Policy
- ✓ List and value of projects performed for the last 3 years plus client's contact details who may be contacted for further information on those contracts;
- ✓ Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of Contract value in similar field;
- ✓ Completed and signed CVs for the proposed key Personnel;
- ✓ Construction Work Schedule for the project
- ✓ List of Construction Equipment possessed by the Company;
- ✓ Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division.

Preliminary Examination Criteria

BIDS WILL BE EXAMINED TO DETERMINE WHETHER THEY ARE COMPLETE AND SUBMITTED IN ACCORDANCE WITH ITB REQUIREMENTS AS PER BELOW CRITERIA ON A YES/NO BASIS:

COMPANY PROFILE

VALID BUSINESS LICENSE IN CONSTRUCTION

MINIMUM BID DOCUMENTS, AS PROVIDED IN THE RFQ

MINIMUM EXPERIENCE

SIMILAR NATURE OF WORKS

AVAILABILITY OF RESOURCES (FINANCIAL /HUMAN RESOURCES /EQUIPMENT ETC)

Evaluation Criteria Guidelines

Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified Evaluation Criteria.

In general terms, vendors that meet the following criteria may be considered qualified:

They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;

They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,

They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required;

They are able to comply fully with the UNDP General Terms and Conditions of Contract;

They have a record of timely and satisfactory performance with their clients.

EXAMPLES OF RFQ REJECTION

- Late submission. The RFQ is handed in after the deadline for submission.
- RFQ not submitted to the correct email address;
- Reference and Marking Instructions not adhered to.
- The RFQ not properly signed as per Solicitation Documents and mandatory forms not completed
- Insufficient documents have been provided;
- Documents provided does not directly address each point of the evaluation Criteria;



IMPORTANT NOTES

Forward bids to the correct email address etenderbox.pacific@undp.org

Ensure to submit all mandatory Documentations

Due date -22nd April 2021 Fiji Time

Deadline to seek clarification – 4 days before bid closing date

Award will be based on technically compliant and lowest bid



QUESTION/ANSWER SESSION – DISCUSSION

Question and Answer Session on Technical Details of the RFQ



THANK you