


CONSTRUCTION Deep Well Rehabilitation Works in South YAP		Pre-Bid Conference Minutes
		Ref: ITB_FJI_JPN_002_21
		Meeting Date: 6 th May 2021 Meeting Time: 4 PM (FIJI Time). Meeting Place: DOE 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
Anthony De La Cruz	Country Coordinator -ECDR	UNDP FSM
Takiko Ifamilik	Finance /Admin Officer	UNDP FSM
Victorina Loyola	Procurement /Logistics Officer	UNDP FSM
Southern YAP Water Authority	Implementing Partner	FSM
YCA	Contractor	FSM
JC Co	Contractor	FSM
WAAB Construction	Contractor	FSM
D4C2	Contractor	FSM

2. Agenda

Item	Topic	Discussion
1.		<p>UNDP Pacific EDCR Project has launched tender through the ITB/FJI/JPN/0002/21 on 29 April 2021 to select a company for construction (well rehabilitation) in FSM. Any potential and interested company in this tender could attend this pre-bid conference scheduled for 6th May @ 4pm Fiji 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.</p>
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 Bhesh</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 wells • Layout • Overview of drawings • Overview of Bill of quantity items 	
3	Questions & Answer	
Q1	How do interested bidders submit tenders ?	
UNDP Response	Bidders may submit their bids by email to the following address: etenderbox.pacific@undp.org	
4	Annexes	
		Please find attached the following annexes: <ol style="list-style-type: none"> 1. Annex I Pre-Bid Meeting Presentations 2. Annex II – Presentation by the Engineer