



Invitation to Bid
Deep Well Rehabilitation Works in South YAP

Reference: ITB_FJI_JPN_002_21

Project: ECDR Project

Country: FSM

Pre-Bid Conference

6th May 2021

4PM (Fiji 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

ITB_FJI_JPN_002_21-**Deep Well Rehabilitation Works in
South YAP**

Scope of Services

UNDER THIS PROJECT UNDP AIMS TO IMPROVE WATER SUPPLY AND WATER SECURITY IN THE SOUTHERN YAP DISTRICT FOR THE VILLAGES FEDOR, YABOCH, TAFNITH, DARIKAN, FARA, LAMER, LUWECH, NEL, NGOF, AND AIRPORT BY REHABILITATION AND AUGMENTATION TO THE EXISTING WATER SUPPLY SYSTEM

DOCUMENTS TO BE SUBMITTED

- ✓ Quotation Submission Form duly completed and signed (including signed BoQ)
- ✓ Technical and Financial Offer duly completed and signed (Form F)
- ✓ Company Profile.
- ✓ Registration certificate/Construction licence ;
- ✓ List and value of projects performed for the last 2 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;
- ✓ 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 ITB

MINIMUM EXPERIENCE

SIMILAR NATURE OF WORKS

EXAMPLES OF RFQ REJECTION

- Late submission. The ITB is handed in after the deadline for submission.
- ITB not submitted to the correct email address;
- Reference and Marking Instructions not adhered to.
- The ITB 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 -20th May 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