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ITB/FJI/JPN/003/21 – Construction of EOC buildings in Federated States of Micronesia (FSM)

PRE-BID CONFERENCE MINUTES

Date: 25 August 2021
Time: 2:00-4:30 PM (FSM time)
Venue: 1. FSM EDCR Office Conference Room
2. Zoom: <https://undp.zoom.us/j/2108190641>

Participants:

1. Ms. Yoko Ebisawa, UNDP EDCR Project Manager (Fiji)
2. Mr. Akmaljon Topivoldiev, UNDP EDCR Project Procurement Analyst (RMI)
3. Mr. Anthony De La Cruz, UNDP EDCR Project Coordinator (FSM)
4. Mr. Besh Nath Gilmore, UNDP EDCR Project Civil Engineer (RMI)
5. Ms. Victorina Loyola, UNDP EDCR Procurement/Logistics Officer (FSM)
6. Ms. Takiko Ifamilik, UNDP EDCR Finance/Admin. Officer (FSM)
7. Mr. Ryan Roque, RS Roque, A&E Design Consultant (FSM)
8. Director Patrick Carl, Pohnpei State Department of Public Safety (FSM)
9. Mr. Effren Dizon, Blacksand Construction, Supervisor (FSM)
10. Mr. Emer Canama, Blacksand Construction, Architect (FSM)
11. Mr. Ron Pangelinan, A&P Enterprises, General Manager (FSM)
12. Mr. Arnold Malari, ARM Buildings, Owner (FSM)
13. Mr. Rich Adams, ABCOR(FSM)
14. Mr. Gilbert Molina, ABCOR, Engineer (FSM)
15. Mr. Dante Enriquez, ABCOR, Engineer (FSM)
16. Ms. Tina Sendin, Reeves International, Marketing Manager, (Australia)
17. Mr. Conrad Beer, CCB Envico, Estimating & Procurement Manager, (Australia)

THE BRIEFING BACKGROUND:

UNDP Pacific EDCR Project has launched tender through the Invitation to bid – ITB/FJI/JPN/003/21 on 18 August 2021 to select a company for construction of Emergency Operation Center buildings in Pohnpei State, Federated States of Micronesia. Any potential and interested company in this tender could attend this pre-bid conference scheduled for 25 August 2021 at 2:00PM FSM time. The objective of the pre-bid meeting was to provide brief on the construction project including site locations, tender requirements, UNDP terms and condition, review the tender document, registration and submission through e-tendering system and also to explain technical aspects of the schedule of requirements and specifications. Participants could also get responses to any question in relation to this competitive process.

AGENDA:

1. Welcome by Akmaljon Topivoldiev and overview of the items for the meeting
2. Introduction of participants
3. Briefing remarks by Project Manager
4. Remarks by Project Coordinator
5. Presentation from UNDP Engineer on construction sites and technical details

6. Presentation on e-Tendering (Registration and submission)
7. Detailed overview of Solicitation document.
8. Question and Answers
9. Closing remarks

THE KEY MEETING OUTCOMES:

Opening and Introduction.

After opening session all meeting participants were invited to introduce themselves. There were 6 participants in the Zoom meeting and 11 participants at the conference room of FSM EDCR. The list of recorded meeting participants list is provided above.

Ms. Yoko Ebisawa thanked everyone for their time and provided Project background information. The project is “Enhancing Disaster and Climate Resilience in FSM through improved disaster preparedness and infrastructure”, it was started in 2019 and funded by the Government of Japan and implemented by UNDP. The main National government partners is DECEM but the project also has various counterparts in each of the States. She mentioned the EDCR project objective is to effectively address climate related geophysical hazards to sustain livelihoods, preserve the environment and economy.

Mr. Anthony De La Cruz, Project Coordinator for the Project, mentions that this is one of the two emergency centers that this project is building. He mentions that as everyone knows, there is an existing fire station for Pohnpei State. But the one that participants will be bidding on will be at the former location of Pohnpei State Public Auditor’s office near Pohnpei State Finance office. It will be the new Pohnpei State Fire Station and Emergency Center, replacing the existing one. He emphasized two things; first thing is that time is of the essence, second, thanks everyone for joining and encourages everyone to ask questions, particularly on the different requirements of UNDP, since we have a unique tender process, especially if this is the first time participating in a UNDP tender. It will also help minimize delays during the evaluation process.

Presentation from UNDP Engineer on construction sites and technical details

The following main agenda items were provided to the participants:

- 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

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.

Mr. Bhesh Gilmore stated that only few drawings and specification documents were shown in the presentation. Tender package includes all drawings and layouts.

Presentation on e-Tendering (Registration and submission)

Ms. Victorina Loyola, UNDP EDCR Project Procurement/Logistics Officer, provided overview of the UNDP E-Tendering system, how it works and provided instructions how to register and submit bids through this tool. Main and important points and recommendations during the presentation was as following:

- E-Tendering system was introduced to increase transparency of UNDP Procurement processes and automate the competitive process, which has benefits both for UNDP and bidders. System will automatically send notifications about amendments, bid opening and further updates to all bidders
- Detailed step by step instructions on e-Tendering system was provided in the Guidance sent along with the Invitation and uploading in all websites where this tender was announced
- This presentation has been sent out to participants of meeting and will be attached with meeting minutes
- Please have good Internet connection in using the system. and delete browser history before registering
- System allows you to save the progress any time
- If you forgot your password, please do not try to enter more than 2 times since the account will be locked and instead use forgot password option.
- If bid documents are many and larger than 15 Mb it is recommended to submit as zip archive file, which allow to submit faster and easier.
- If you have any issues and difficulties, please first check provided detailed instructions or do write to the contacts provide in the tender document.

Detailed overview of Solicitation document

Detailed overview of the Invitation to bid document was provided by the Akmaljon Topivoldiev, UNDP EDCR Project Procurement Officer.

Th following important information and recommendations were provided:

- Partial bids are allowed only for complete lot and proposals for the part of the lot will be rejected.
- Site visit can be organized upon written request to the focal points for the local bidders or who has representatives in FSM. For international bidders, the photo and video recordings can be provided upon request.
- Bid security is required in accordance with ITB Document instruction in the Bid Data Sheet paragraph 13. Scanned copy shall be submitted in the E-tendering system and original shall be sent by mail to the UNDP address indicated in paragraph 22 of the Bid Data Sheet.
- Bidders are requested to confirm compliance to Performance security requirement of the ITB document and it will be requested only from the selected bidder.
- It was noted that advance payment is allowed only up to a maximum of 20% of contract value and if an advance payment is USD 30,000 and above, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment.
- Please follow the Deadline for Submission indicated in e-Tendering system and in case of difference in other websites the system time will prevail.
- Bid opening of the proposals will be done in the E-Tendering system and automatic notification will be sent to all bidders including the record of the bid opening document. However, UNDP may decide at its

discretion to award Lots to different bidders to reduce risk of delivery or if not sufficient capacity of the bidder is identified to complete both lots on time.

- For this tender UNDP will award a contract on the basis evaluation results to the lowest priced technically responsive, eligible and qualified bid. Detailed evaluation criteria are provided in the Section 4 of the ITB document.
- UNDP prefers all queries, questions and clarifications shall be done only in writing to the following contacts:
 1. Akmaljon Topivoldiev, Procurement and Logistics Officer in RMI, email: akmaljon.topivoldiev@undp.org
 2. Victorina Loyola, Procurement and Logistics Officer in FSM, email: victorina.loyola@undp.org
- It was also noted that bids shall be prepared and submitted using forms provided in the section 6 of the ITB document. These submission forms also include list of documents to support the bid. Not submission of the bid using requested forms or not provision of supporting documents may lead to disqualification during evaluation process.

QUESTIONS AND ANSWERS:

#	Questions	Answers
1	Does registering in the e-tendering system automatically mean you are qualified for the bid?	No, it does not, it just means that you are registered in the system, and you can submit a bid. Qualification assessment will be conducted by the evaluation team based on criteria indicated in the ITB. Once you are registered and submit a bid, you will receive automated notifications on any modifications, updates including bid opening.
2	When is the latest day to submit requests for clarifications on the tender requirements, regarding materials and questions regarding the construction?	Requests for clarifications or any questions can be submitted in writing up to 5 days of bid closure of submission date and in this case tender bid closure date is September 15 th , 2021, as per e-Tendering system.
3	Is the payment schedule flexible? Are we able to schedule a separate preferred method?	Payment schedule indicated in the ITB document is UNDP preference and payment will be based on the actual measurement of items in the BoQ. It will also not include advance payment. In case the bidder proposes different payment schedule or request advance payment, the schedule can be adjusted before signature of the contract subject to acceptance by UNDP.

4	Is the BOQ going to be a contract document? Or is it part of the contract?	BoQ with confirmed unit rates of the selected bidder will be part of the contract.
5	Regarding the site visit, can the photo and video materials be presented for bidders located outside the country and who are unable to visit at the moment?	There are photos of the site already uploaded in the e-tendering documents that you can download view. Pictures before and after demolition were included. Project can also do make some video recording and share.
6	The submission deadline of September 15 th is not sufficient to prepare quality bids and also 8 months of construction project implementation is not realistic to achieve due to the COVID-19 caused restrictions in manufacturing, delays in shipment of supplies. Recommended completion time shall be at least 12 months. All potential bidders representatives agreed that UNDP requested time for submission of bids and construction completion times are not sufficient.	UNDP will discuss suggestions regarding the submission date and construction implementation period. Bidders will be notified and subsequent amendment to the tender document will be shared in case of acceptance of these suggested changes.
7	How will the contract be treated if FSM goes into lockdown due to COVID 19 and there is a delay?	UNDP always compromises with suppliers/contractors, if there are circumstances with justified reasons provided in writing, there will be discussion and considerations with UNDP management and the team to make adjustments when necessary.
8	Who will be doing the supervision of the project?	Ultimate responsibility to supervise the construction was assigned to UNDP Engineer. In addition, the local design consultancy firm will be contracted for construction supervision services.
9	What is the timeframe for evaluation of submitted bids?	It usually depends on several factors like quality of submissions, number of participants, how the evaluation is conducted, time spent on clarifications, and it usually takes about 2 to 3 months from the submission date until contract award.
10	If the evaluation takes up to 3 months, the submission is September 15 and the date commencement mentioned as November, which does not comply with each other. Are you able to push back the date of commencement?	Three months is the estimated time frame from the submission date and includes time spent for evaluation until the results are announced. Commencement date mentioned in the ITB was set during development of solicitation document and it is only UNDP preferred date. This date was provided for reference to be used in preparation of schedule of works and the bid. This date may be

		modified based on evaluation and contract award results.
11	<p><u>Question from UNDP Pacific Office:</u></p> <p>Do you have concern to start the project in November? Do you prefer to start the project later than November?</p>	The schedule is very tight, too short and not realistic and September 15 th as bid closure date is too soon. The duration of 8 months is also not realistic. Suggested duration of project is 12 months.
12	Is the timeframe going to be part of the evaluation, if they put beyond what is mentioned on ITB document?	<p>If you offer a timeframe over the requested in the bid document period, you will be considered technically not compliant. Bidders are welcome to clarify any incompliances, concerns before 5 days of bid closure date.</p> <p>In accordance with UNDP procurement Policies, it is impossible to make any changes to the requirements. So, if you have concerns regarding timeline and other issues it's better to write UNDP as soon as possible before the deadline of submission and UNDP can discuss amongst themselves and may do some adjustments before closure date.</p>
13	If you can send the new deadline as soon as possible so that we may have more time to meet the deadline.	UNDP has taken note of that and will share shortly if such a decision is taken.
14	What type of insurance are required? We did not see any mention of insurance in bid documents. (Workmen's comp., health insurance, equipment insurance)	UNDP requirements on insurance are provided in the provided UNDP General terms and Conditions for Civil works. But the tender does not require provision of any insurance policy or support documents to be presented to UNDP with the bid.
15	Bid security, is this final or is there a room for flexibility?	Bid security is a mandatory requirement, amount is fixed and based on UNDP Procurement Policies.
16	Is there flexibility in the Liquidated damages rate of 0.22%?	There is no flexibility on the 0.22% rate, it remains, however, if the contractor provides valid justifications on the delay and those delays are not financial and resource capacity difficulties, but force major or other external factors, then UNDP may review, accept and may not apply LD.
17	What about the performance bond/security, is there flexibility to this?	No flexibility to Performance security and the amount depends on the contract value

Notes:

Minutes of the meeting will be posted on the eTendering portal and in other announcement websites such UNDP procurement notices and UNGM as following links:

1. UNDP Procurement Notices: https://procurement-notices.undp.org/view_notice.cfm?notice_id=82119
2. United Nations Global Marketplace: <https://www.ungm.org/Public/Notice/139962>
3. UNDP E-Tendering portal: ID:0000100146 (<https://etendering.partneragencies.org/>

Prepared by: Akmaljon Topivoldiev, UNDP Pacific Office, EDCR Project Procurement Analyst

Victorina Loyola, UNDP Pacific Office, EDCR Project Procurement Officer