Notice to Bidders/Tenderers
Tender Notice 1

Find attached pre-bid conference call presentation and minutes.
Pre Bid Meeting Minutes for Supply, Install and commissioning of Renewable Energy Technology Testing Equipment’s

Date: 19th August 2021

Time: 10am (Malawi Time)

Mode: Virtual (Zoom)

Attendees:
Timothy Schienzer (Bidder)
Timothy (Bidder)
Rabi Narayan (UNDP)
Shamiso Kacelenga (UNDP)
Tirnesh Prasad (UNDP)

Pre-bid conference call started with a short presentation. Refer attached Annexure 1 for presentation slides. Bidder were invited to ask questions and the following questions were asked.

Question:
The last technical item on the list of equipment’s is for UPS? Please confirm the understanding?

Response:
Bidder was requested to share this clarification in writing and accordingly the response will be provided.

Question:
Can bidders bid for one equipment?

Response:
UNDP in response said partial bidding is not allowed. Bidders are required to bid for all items.

No further questions were asked and the pre-bid conference call ended.
Annexure One
Invitation to Bid:

Supply, Install and Commissioning of Renewable Energy Technology Testing Equipment’s

Pre-Bid Conference
19th August 2021
Agenda

- Purpose
- Introduction
- Review of Instructions to bidders
- Content of ITB document
- Examples of ITB Rejection
- Important Dates
- Administrative Requirements
- Questions and Answers
Purpose

- The purpose of this meeting is to clarify issues and to answer questions on any matter that may be raised in respect of the Invitation to Bid.
Introduction

Contact Details for submitting clarifications/questions during the bid period:

• Focal Person in UNDP: Tirsch Prasad
• E-mail address: procurement.mw@undp.org, CC: tirnesh.prasad@undp.org

(Respond to clarification question(s) will be only provided for written clarification question(s), not through verbal clarification question(s).

• Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Bidders
Contents of ITB document

ITB Cover Letter:

• Section 1: This Letter of Invitation
• Section 2: Instruction to Bidders
• Section 3: Bid Data Sheet (BDS)
• Section 4: Evaluation Criteria
• Section 5: Schedule of Requirements and Technical Specifications
• Section 6: Returnable Bidding Forms
  • Form A: Bid Submission Form
  • Form B: Bidder Information Form
  • Form C: Joint Venture/Consortium/Association Information Form
  • Form D: Qualification Form
  • Form E: Format of Technical Bid
  • Form F: Price Schedule
Examples of ITB Rejection

• Failure to abide or follow Section 2: Instruction to Bidders.
• Do not meet minimum eligibility and qualification criteria.
• Insufficient documents submitted.
• If the requested supporting documents/certificates are not written in English language, a translation into the English language must be attached in order to facilitate the evaluation of the documents.
Important dates

• Last day to seek clarification: 5 days before the closing date

• ITB Closing date: 4th September, 2021 (EST)

• Tentative start date 20th September, 2021
Administrative Requirements

- Validity of Proposal : 90 days
- Language : English
- Currency : USD/ MWK (Currency conversion would be based on UN Operational Rate of Exchange of the bid submission date, available at http://treasury.un.org/operationalrates/OperationalRates.aspx)
- Mode of submitting bid is via e-tendering platform. No other form of bid submission will be accepted.
  - e-tendering instruction manual:
    - https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders
• Question and answer session on Technical Details of the ITB.