



ADDENDUM2

Subject: Invitation to bid (N-210901) Firm/Institution/Organization for development of community-based disaster monitoring and warning system for coastal areas in Viet Nam

(Ref. N-210901)

Issue Date: 20 Sep 2021

Original Deadline for submission of bids/offers: 06:00AM EDT 08 Oct 2021

Extended deadline for submission of bids/offers: 06:00AM EDT 18 Oct 2021

This correspondence should be considered as an integral part of the tender documents.

This addendum includes:

1. Pre-bid meeting minutes
2. Q&A

PRE-BID MEETING MINUTES

Subject: Invitation to bid (N-210901) Firm/Institution/Organization for development of community-based disaster monitoring and warning system for coastal areas in Viet Nam

(Ref. N-210901)

Time and date: 03.00 p.m, 24 Sep 2021 (Ha Noi Time)

Venue: Online zoom meeting

Participants: UNDP representatives, UNDP technical consultant team, Central Project Management Unit, Vietnam Disaster Management Authority (VNDMA), 25 interested bidders.

I. INTRODUCTION:

UNDP Procurement Unit Head welcomed all meeting participants. She then briefed all bidders that the purpose of this meeting is to help bidders to fully understand the bidding requirements of the ITB, technical and financial aspects in this bidding package. She focused on Section 3: Bid data sheet; evaluation criteria, financial offer and submission checklist. Bidders were suggested to raise queries through Questions and Answers session as well as during their proposal preparation.

It was clarified that the **minutes of this meeting will be posted on UNDP E-tendering system and UNDP website, so all bidders can have the same information and understanding.** In case bidders have queries after the pre-bid meeting, bidders should send queries to the contact person indicated in the ITB (nguyen.thuy.nga@undp.org). Below are some key points on preparing and submitting bids:

1. Preparing proposal:

- Bidders should review ITB document carefully with focus on Section 3: Bid data sheet, evaluation criteria, financial offer and submission checklist to ensure all required documents to be submitted before the submission deadline.
- Evaluation method is important and is mentioned clearly in the ITB (i.e. the bid which will **be technically responsive eligible, and with the lowest price will win**).
- Bidders should refer to the evaluation criteria in the ITB for UNDP requirements while preparing proposals. Bidders should provide relevant information in their proposals, including proof/evidence they have for each criterion.
- As indicated in the ITB documents, technical and financial proposals have to be submitted as separate files.
- Financial proposal template is available, but the bidders can use it flexibly and provide detailed cost break-down. Financial proposal should be provided as a lump-sum and once the contract is signed, there will be no additional costs which UNDP will pay for the service/deliverables mentioned in the ITB, so bidders have to provide all associated costs in order to complete all scope of works in the ITB. Apart from signed and sealed financial proposal, bidders need to upload on e-tendering system their financial proposal in excel format.
- UN-EU cost norms which is attached to the ITB must be applied for local costs of the experts: travel, per diem, etc.
- Templates/forms are included in the word format. Bidders should use the provided templates/forms.

2. Brief on technical requirements of the bid
Mr. Nguyen Thanh Long on behalf of UNDP technical consultant team introduced briefly the Term of Reference focusing on the following parts:
 - Background of GCF project focusing on the three project components
 - Objective and scope of work
 - Technical requirements of the ToR
3. **Details on Bid submission:**
 - **Original submission deadline: 06.00AM EDT 08 Oct 2021**
 - **Extended submission of bids/offers: 06:00AM EDT 18 Oct 2021**
 - The bidders must submit via E-tendering system, no other submission method is accepted.

II. **QUESTIONS/ANSWER SESSION**

#	Query	Answer
1	Do we need to translate all supporting documents of the bid into English, business license for example?	<ul style="list-style-type: none"> - All submission forms and Technical + Financial proposals must be in English - Other supporting documents such as Business license, Financial/Audit reports, copies of similar contracts can be in Vietnamese. <p><i>(Original versions of these documents may be required to verify information, if necessary, and will be returned to bidders after verification)</i></p>
2	Our supporting documents such as business license, copies of similar contract, financial/audit reports which were notarized in May 2021. Do we have to notarized again?	As long as they are still valid, no need to re-notarize them and as stated above <i>original versions of these documents may be required to verify information, if necessary, and will be returned to bidders after verification</i>
3	Can we submit bid into many files on E-tendering system?	Yes, while complying with the Electronic submission requirements included in the ITB (page 17)
4	Is the currency of the bid USD?	Yes.
5	In 1.8.3 Key position requirements, you mentioned “national” personnel which means Vietnamese?	National personnel mean Vietnamese personnel who can speak Vietnamese as native speaker. This is because assessments during field visits, trainings and handover to local authorities will be conducted in Vietnamese. Personnel will also be required to read documents in Vietnamese.
6	Costs of preparation of bid will be covered by bidders or UNDP?	The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid is selected or not. UNDP shall not be responsible or liable for those costs,

		regardless of the conduct or outcome of the procurement process.
7	Could you confirm that where the EW system will be installed has a good coverage of GPRS?	This aspect is already covered in the ToR. The contractor will identify and agree each site with the local authorities during the assessment. Most of the sites are expected to have GPRS coverage.
8	When contractor finishes the installation in a number of sites, could we receive partial payment for what has been installed already?	No. Payment terms included in the ITB will be followed (page 39).
9	Could you please confirm contractor's damage in case of delay?	The liquidated damages will not be applied to this contract. However, General terms and conditions of the contract will have relevant clauses to deal with contractor's performance. Moreover, payment terms of the contract will be closely linked to satisfactory receipt and acceptance of goods and services.
10	Could you consider extending the deadline for another 2 weeks since we require more time to look for local partners to work with on this ITB?	Based on the request from bidders, <u>the deadline for this bid is extended to 18 October 2021</u>
11	Are there specific locations to place monitoring screen? How could we calculate the operation fee for these screens?	The monitors will be placed in relevant offices in charge of disaster management at the provincial, district and commune levels. These monitors are expected to be installed indoors. The operation fee for these monitors are expected to be included in the financial proposals.
12	With 3 phases, implementation plan and all reports during contract implementation should be in both English and Vietnamese?	Yes
13	What is the exchange rate of this bid from USD into VND?	Currently, the UN exchange rate of September 2021 is available (VND 22,755/1USD). The exchange rate of October 2021 will be available on 30 September 2021.
14	What are the specific co-ordinates to install 24 stations in 24 communes of 7 provinces?	The locations of 24 stations have not been identified yet. The contractor has to conduct field surveys and work with local authorities in order to identify the installation sites and get the agreement from VNDMA and UNDP. The contractor will then work in close collaboration with local authorities to get the permission for the installation of stations.
15	Could bidder have contact focal point at communes where we install 24 stations so that bidder can contact& ask about power network, Internet connection and site clearance for price estimation?	Currently there are no contact focal points identified at communes where the 24 stations will be installed. The focal points will be identified during the implementation phase. The contractor is required to do field surveys to identify the sites including the availability of power network, internet connection and site clearance.

		Therefore, bids need to include estimates for these costs based on previous experience of similar work carried out in the country.
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The meeting ends at 04.00pm of the same day. The minutes will be posted on UNDP E-tendering system and UNDP website for access by all bidders.