



Pre-Bid Meeting Minutes

Title: Supply & Delivery of Materials for the Upgrade of Rainwater Harvesting Systems & Groundwater Wells in the Marshall Islands.

ITB No.: ITB/FJI10/022/2021

Event ID: 00000010700

Date of Pre-bid Meeting: 11/11/2021

Attendees:

UNDP

1. Ronald Kumar, Head of Procurement UNDP Pacific office in Fiji and facilitator to this pre-bid
2. Roel Cabudsan - Field Engineer / UNDP - ACWA Project in RMI.
3. Akmaljon Topivoldiev. UNDP EDCR Project in RMI, Procurement Analyst
4. Koji Kumamaru, RMI ACWA Project Manager
5. Christine McCormack, UNDP Consultant

Suppliers/Firms

1. Daniel Jordan- Timbertank Enterprises Ltd
2. Emily Reid, Blue Mountain Co, Brisbane Australia
3. Ross Wainwright - Kingspan Water & Energy
4. AC CONSTRUCTION CO. and Services RMI
5. Roman Digno J & H Construction RMI
6. Conrad Beer - CCB Envico

Agenda:

- Background
- Technical Clarifications
- Administration Requirements

Background

The UNDP Procurement Analysts opened the pre-bid meeting with round of introduction and highlighting the purpose of the meeting. This was followed by the ACWA Project Manager who provided the background details for the project as per the ITB document.

Technical Clarification

The UNDP Field Engineer for the ACWA Project briefed the audience on the technical aspects of the ITB including specification of the items required. Bidders had the following queries which were answered in the following order:

Queries from Bidders:

1. Is UNDP amenable to CFR rather than DAP as there are not many local shipping agents in RMI.
Response: CIF shall be used instead.
2. Can we use a 40' container for the delivery of materials?
Response: Yes, Majuro Port can hold such size.
3. Are suppliers allowed to bid on all lots?
Response: Yes, suppliers are allowed to bid for all lots provided the supplier is qualified and will submit necessary eligibility requirements.
4. Do we need to consider the cyclonic wind for the design consideration of the Tank?
Response: Yes. Tanks should withstand cyclonic wind and can be tied down to the ground.
5. How far is the tank location relative to the shore?
Response: At the range of 100m from the shore, it will depend on the field condition of the concerned Atoll.
6. What is the average size of boat that will deliver the materials to each Atolls?
Response: Supplies will be delivered to Majuro Port only. ACWA Project will distribute the materials to outer Atolls.
7. In the ITB, the delivery is within 3 months but given the pandemic condition and travel restrictions that period is impossible.
Response: This text has been changed to preferably not exceeding 3 months.

Administrative Requirements

The UNDP Procurement Analyst, projected the ITB and clarified sections on the bid-data sheet which was deemed as important for submission. This included:

1. The definition of a Long Term Agreement with UNDP
2. Criteria for selection
3. Bidding by lots
4. Submission via e-tendering as mandatory requirement
5. Bid validity of 120 days
6. Compliance with the eligibility hence the document requirement
7. Payment Terms

The bidders present were also familiarized with the UN e-tendering requirements. A step by step registration guide was also projected and shown to the bidders.

Close of Pre-bid meeting