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**Minutes of the Pre-Bidding Meeting
for ItB_18_2021
Construction of a CICOV-Hospitalization Center for Covid-19 Patients
in the Mavalane Hospital, Maputo City**

as of 24 November 2021, 11:00,

Online via Zoom platform

<https://undp.zoom.us/j/81092178897?pwd=R1dTU2l5ODlOTXZvbGdmbm0rZ3lUQT09>

Meting ID: 810 9217 8897

Password: 360429

Agenda:

- I. Presentation and description of procedures
- II. Questions and answers

I. Presentation and description of procedures

The Pre-bidding conference was opened by *Mrs Liliana Caterov, Procurement Specialist, UNDP Mozambique/ Health Portfolio*, who welcomed the participants and introduced the members of UNDP team present at the meeting. Further, the companies' representatives were encouraged to present themselves. The meeting was attended by 7 companies' representatives.

She has made an overall presentation of the tender requirements, specifically focusing on Sections 3, 4 and 6. While *Mr Sergio de Barros, Civil Engineer, UNDP Mozambique/ Health Portfolio*, made a presentation of Section 5. Scope of Works.

The **Section 3: Bid Data Sheet** conditions were highlighted as follows:

- The bid must be presented in Portuguese and English languages. Bidders are encouraged to fill-in the Forms under Section 6 in English language. Documents issued or approved by the national authorities (e.g. Certificate of Business Registration, Financial Balance Sheets, Licenses etc.) copies from originals will be submitted. For international companies, it is advised to have an unofficial translation into English of all the documents considered relevant for UNDP to be able to establish eligibility and qualification. Notarized approval of translation(s) is(are) not required;
- Incomplete bids or bids for parts of works will not be considered. The bid must be submitted

for all the works required by the ITB and its Annexes. In case a bidder lacks experience for part of works, they may consider creating a consortium/association or subcontracting a specialized company for specific works. It was also underlined that bidders must ensure that the ***limit for subcontracting is 30% out of the total bid price. If this limit will be exceeded, UNDP may reject the bid;***

- On 25th November 2021, bidders were encouraged to attend the site visit with a meeting point at **MAVALANE HOSPITAL, MAPUTO CITY (Main entrance)**. Although not mandatory, the site visit will enable potential bidders to identify all site conditions and provide a responsive bid. Mr Sergio de Barros and Eurico de Conceicao are the focal persons on UNDP side and will meet potential bidders.
- The bids must be valid for a period not shorter than 90 days. This is the period UNDP is responsible to take a decision and inform the bidders on the tender results. Bidders were encouraged to keep patience until an e-mail informing on the tender results will be sent;
- Bidding under this tender does not require submitting a Bid Security as allowed by the Covid19 special procurement measures under which fall this tender;
- **Deadline** for submitting bids is set for **December 6, 2021, 15:00PM Maputo time** or 08:00AM NY time as set in e-tendering.
- Bids and priced BoQs must be submitted in US Dollars. Also, this will be the currency of the contract and the performance security, while payments to the selected Contractor (if local company) will be made in MZN at UN Operational Rate of Exchange (UNORE) on the day of payment. Usually, UNORE is changing once a month based on average commercial exchange rates registered in the country and is published regularly at <https://treasury.un.org/operationalrates/OperationalRates.php#M> ;
- Referring to the online submission via e-tendering platform, please, pay attention to the video guides, that are available below:
<https://www.undp.org/procurement/business/resources-for-bidders>
<https://www.youtube.com/watch?v=Trv1FX6reu8> video instruction on How to register in e-tendering system
<https://www.youtube.com/watch?v=cy34AXsYMrC> video instruction on How to place a bid in e-tendering system

In case, after registering into e-tendering system, **you encounter problems in logging in** with your personal ID and password, as recommended in the video, try first clearing the browser history and cookies, and then try to log in again. If the problem persists, please write to liliana.caterov@undp.org and we will try to solve the issue. In case there will be need to contact system administrators, Mrs Caterov will do so on bidder's behalf.

In case you encounter problems in accessing some system buttons, please, try using another Internet browser. Just to mention that e-Tendering System is designed for Internet Explorer browser.

In case you are not registered, you may access the system by using ID "event.guest" and password "why2change" in order to view the bidding event and the supporting documents,

however, this will not allow you to bid, unless registered.

- All the clarifications must be submitted not later than 5 days before the tender deadline. In case your questions will be considered relevant for other bidders, the questions, with their respective answers (without disclosing the source of questions) may be published for the use by other bidders. By this the "Fairness, integrity and transparency" procurement principle is respected – all the bidders have access to the same information. Considering the short advertisement period, UNDP may still respond to bidders' queries shorter than period indicated, if that answer will not require intervention of end-user;
- In case of any updates, amendments or deadline extension the information will be made public on eTendering and websites this tender was advertised <http://procurement-notices.undp.org/> , <https://www.ungm.org/Public/Notice>
- The **expected duration of the contract is 17 Calendar Months**, starting from the date on which the Contractor is given Access to the Site and ending on the date of final completion of Works stated in the Certificate of Final Completion. The period of 17 months includes **5 months** necessary for works' completion and 12 months of Defects Liability Period. 17 months must be also the period of validity for **Performance Security** required in the value of **10% from contract value**. Only submitting Performance Security at contract award will make the contract effective. As underlined above, the currency of Performance Security must be the same as the currency of the contract signed.
- The **time allocated to the works implementation must stick to 5 months maximum**, they must be completed by early-June 2022. This deadline is set together with the end-user and considering this is Covid19 response action, no delays are allowed. Bidders are encouraged to assess objectively their technical, financial and staff capabilities to respect set timeframe when presenting their bids.
- As allowed by the UNDP Rules and procedures, UNDP may undertake due diligence post qualification actions as defined in ITB Section 2 point 31.

Referring to **Section 4. Evaluation Criteria**, Liliana Caterov underlined that this section reflects the ELIGIBILITY and QUALIFICATION requirements to be met by the bidders. Mrs Caterov highlighted only few of them:

- As reflected under "Certificates and Licenses" the following document must be presented in order to establish bidders' qualifications:
 - Valid Certificate of Business Registration.
 - Minimum Valid class 4 Construction Company license (Alvará de 4a classe) for civil works ([regardless shall it be bidder or subcontractor](#)).
 - Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer – [referring to prefabricated modules](#)
 - Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country
 - Export/Import Licenses, if applicable – [in case prefabricated modules will be](#)

imported

- If the bidder is awarded the contract he must agree to follow the local construction regulation requirements for public buildings.
- Under the "Previous Experience" criterion the following requirements were highlighted:
 - Minimum documented 5 years of general experience in civil works, in the role of contractor, major subcontractor and/or management contractor. Specific experience in the construction of the following works is required:
 - Prefabricated infrastructures
 - Construction of healthcare infrastructurein the role of contractor, major subcontractor and/or management contractor
 - Minimum 3 contracts of similar nature and complexity implemented over the last 5 (five) years in a cumulative value not less than USD 1 MLN equivalent
 - At least one of the contracts shall have a value not less than USD 400,000 equivalent.
 - At least one of the contracts shall demonstrate earlier experience in the region or Africa.
- The implementing team structure requirements are presented under Technical Evaluation category, where is also presented a special requirement related to subcontracting, specifically "**The maximum percentage of the Contract value allowed to be Subcontracted under this ITB is fixed at 30% of Contract value, except for the pre-engineered steel buildings works, where the whole item (regardless of the percentage) can be Subcontracted and other specialist installations and equipment.**". At bid submission stage, at the best of his knowledge, bidder must disclose whether or not they intend to subcontract any works/services, the share from the total contract value and respectively present the information regarding subcontractor(s). If not disclosed during bid submission, at the time of contract implementation Contractor is still bound to approve any subcon tractors with UNDP prior award, as indicated under point 7 of UNDP GENERAL CONDITIONS OF CONTRACT FOR WORKS (Annex 1 to ITB document);
- Minimum average annual turnover of USD 600,000 for the last four (4) years, 2017, 2018, 2019 and 2020.

Section 5a: Scope of Works was presented by *Sergio de Barros, Civil Engineer, UNDP Mozambique/ Health Portfolio*, who acknowledged that works, subject of this tender are for construction of new facilities in the perimeter of Hospital Geral de Mavalane where center for Covid19 patients is planned to be built. The facilities to be build are: the Medical staff support area, Surgical block and a morgue – all built from scratch. The Descriptive Memory and Design Sketch are attached under the ITB Annex 2, while under Annex 1: Bill of Quantities. The selected contractor must develop a detailed technical design based on prefabricated modules proposed – so the scope foresee "design and built" solution. Also, given these are new facilities, they must be connected to all the related networks (water, electricity, fire protection system etc.) as to provide fully operational buildings. Should bidders have more questions that are missing, they are encouraged to address all the queries in written as specified under ITB.

Mr de Barros also acknowledged that the time-frame is short, 5 months only and this requirement is also one of the key points under evaluation and will serve basis for bidders' qualification.

As with regard to **Section 6. Bidding Forms**, Mrs Caterov made an overview of Forms to be filled in:

- **Form A** is a self-declaration which states that bidder is not declared bankrupt, has not identified any conflict of interests' situations (as per pt. 4 of Section 2) and that bid will be valid for the required by the ITB period (e.g. 90 days). This form must clearly indicate the ITB number and title, must be signed by the legal representative of the company and duly stamped.
- **Form B** must present the information regarding Bidder and in its last section/row the supporting documents to be provided are listed. Bidders were encouraged to follow the same logic when compiling their supporting documents package. Also, bidders were encouraged to use PDF format for presenting such documents, combined logically and duly numbered (in documents' title/name), so that a structure is visible. Bidders were asked to avoid presenting images, especially when a document is scanned page-by-page – they are difficult to read.
- **Form C** must be filled in only if a bid is submitted on behalf of a consortium or association, otherwise it must not be presented. In case of consortium/association Forms B and D must be filled in for each partner.
- **Form D** must reflect the history of non-performing contracts within the last 3 years (if any), the litigation history within the last 3 years (if any), regardless of status (accuser or accused), must list construction sites of similar scope and complexity undertaken within the past 5 years, incl. client and contract details; as well as contracts/works in progress and their estimated delivery date. The Form must also provide proof of bidder's financial standing by presenting relevant information from balance sheets for the past 4 years.
- **Form E** must be filled in so as to provide technical details on the contract implementation stages, risks, time-frame, subcontracting (if the case – since there is a special table provided). In the same form the template for CV of the key personnel is presented. Bidders are encouraged to follow this template when presenting CVs of the key personnel listed under Section 4. Evaluation Criteria. Please, ensure that CVs reflect not only incumbent's qualifications and experience, but also provides names and contact details of at least 2 reference persons who may confirm incumbent's qualifications. UNDP reserves the right to conduct due diligence actions. Please, pay attention to the fact that CV's must be signed only by the referred persons and not bidder's director or administrator.
- **Form F** together with the priced BoQs will form Bidder's Financial Proposal. Both must be calculated in US dollars currency and indicate VAT, while VAT will be part of the contract it will be not paid as allowed by the relevant Government permit. **According to contract provisions, the prices are fixed and are not subject to any variation whatsoever (currency fluctuation, increase of market prices, increase of any taxes etc.), that is why bidders are encouraged to rethink and include all the costs associated with any**

risks for the implementation of this contract. When calculating prices in US\$, Bidders may use any exchange rate they think will cover all the costs associated with the contract implementation. **Bidders must not necessarily use the UN operational rate of exchange, however, they are advised that Form F clearly indicates the used exchange rate.**

- **Forms G and H** are templates for Performance Security (Bank Guarantees) and Contract for works.

II. Questions and answers

Question 1: If the Bidder has license for prefabs and lacks Valid minimum class 4 Construction Company license (Alvará de 4a classe), how to proceed in this case?

Answer: as per ITB requirement "*Minimum Valid class 4 Construction Company license (Alvará de 4a classe) for civil works (regardless shall it be bidder or subcontractor).*"
– Alvara is not required for the main contractor: it may be either main contractor, or subcontractor, or its Joint Venture partner. The most important in such case is to disclose your subcontractor or JV partner and present their respective Alvara, as well as other supporting documents as may be required in ITB.

Question 2: FORM B – Bidder Information Form, Please attach the following documents: trade name registration papers, if applicable - Please confirm that these documents are not required if the bidder is already providing a valid Certificate of Business Registration?

Answer: Trade Name Registration is available for some countries when an individual business owner, partnership, or legally recognized company wants to use a more simple or attractive business name when interacting with the public. A more consumer-friendly name is often used for branding purposes, business operations, and public communications. In contrast, the company's name listed in the Business Registration Certificate is the legal name, which is used for legal agreements and lawsuits.

If you are a sole proprietor or individual business owner, your default business name is your legal name stated in the Business Registration Certificate.

Trade Name Registration shall be presented only if available. It is not a mandatory requirement.

Question 3: FORM B – Bidder Information Form, Please attach the following documents: Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney – Please clarify if a manufacturer authorization issued by the manufacturer or manufacturers of the prefab can be accepted as well?

Answer: Indeed, all these documents are similar and meant to authorize the bidder to sell the goods on behalf of manufacturer. In case bidder is not a manufacturer of prefabs – such document must be provided.

Question 4: FORM B – Bidder Information Form, Please attach the following documents: *Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country* – Please clarify what kind of Official Letter should be submitted by bidders located outside the country. If available please share with the bidders a format accepted by the UNDP

Answer: Such letter, or Power of Attorney, must be provided if bid is submitted by a local representative/branch of a company located outside the country. By this letter the mother-company shall authorize the local representative/branch to bid with this particular tender. UNDP does not hold any specific template in this sense.

Issued by



Name: Liliana Caterov

Title: Procurement Specialist

Date: November 25, 2021