INVITATION TO BID

Construction of Emergency Operations Center (EOC) in the Federated States of Micronesia

Reference: ITB_FJI_JPN_003_21

Project: ECDR Project
Country: FSM

Pre-Bid Conference
16th December 2021
2PM (FSM Time)
Agenda

- Introduction
- Purpose
- Scope of Service
- Documents to be Submitted
- Examples of ITB Rejection
- Important Notes
- Questions and Answers
INTRODUCTION

A. Sign-in Sheet
   • All attendees must sign-in

B. Project Team
   Yoko Ebisawa– Project Manager
   Vimal Pillay, Procurement Specialist
   Bhesh Ghimire- Structural Engineer

   Lines of Communication during the ITB period
   All queries to be sent via email
   vimal.pillay@undp.org/victorina_loyola@undp.org/takiko.ifamilik@undp.org
   Procurement.fj@undp.org
PURPOSE

The purpose of this meeting is to briefly discuss about this procurement, clarify issues and to answer questions on any matter that may be raised in respect to the ITB-Construction –EOC
NEW Pohnpei State Emergency Operation Center (EOC)/Fire Station, which is located in Kolonia area has a requirement to construct new building. The work shall be done as per scope of work, specifications and general contract provisions.

The general scope of work is to construct the new building which covers the following area, Bay Area, Fireman’s Quarter, Medical Storage, Toilet and Showers, Common Toilet, Reception, Mechanical Lift, Electrical Room, Dining, Kitchen, Storage, Administrative Work Stations, Conference, Operation, Training Room, Officers’ Quarter, Communication Station, Chief of Fire Office, Admin Office, Director Office, Storage, Captain Office, etc., (Grid 1-4 and Grid A-F on General Plans). Include any work associated with the areas provided with respect to the plans and specifications submitted.

Refer also to the BOQ for the items and scope for the project. A registered and experienced contractor on island is required to execute the project. The contractor shall provide all materials, labor, tools, equipment’s and all related items needed to complete the project with regards to the scope and specification mentioned. On this project, qualified contractors are advice to visit the site, verify existing conditions to develop their proposal.
DOCUMENTS TO BE SUBMITTED

✓ Quotation Submission Form duly completed and signed (including signed BoQ-PDF and EXcel) - Section 6 of ITB
✓ Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements
✓ Company Profile.
✓ Registration certificate/Construction licence;
✓ Health and Safety Policy
✓ List and value of projects performed for the last 3 years plus client’s contact details who may be contacted for further information on those contracts;
✓ Copy of last four years Audited Financial Statements (2017-2018-2019-2020)
✓ Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of Contract value in similar field;
✓ Completed and signed CVs for the proposed key Personnel;
✓ Construction Work Schedule for the project
✓ List of Construction Equipment possessed by the Company;
✓ Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division.
Preliminary Examination Criteria

BIDS WILL BE EXAMINED TO DETERMINE WHETHER THEY ARE COMPLETE AND SUBMITTED IN ACCORDANCE WITH ITB REQUIREMENTS AS PER BELOW CRITERIA ON A YES/NO BASIS:

COMPANY PROFILE

VALID BUSINESS LICENSE IN CONSTRUCTION

MINIMUM BID DOCUMENTS, AS PROVIDED IN THE ITB

MINIMUM EXPERIENCE

SIMILAR NATURE OF WORKS

AVAILABILITY OF RESOURCES (FINANCIAL/HUMAN RESOURCES/EQUIPMENT ETC)

FINANCIAL STABILITY
Evaluation Criteria Guidelines

Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified Evaluation Criteria. In general terms, vendors that meet the following criteria may be considered qualified:
- They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP’s ineligible vendors’ list;
- They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,
- They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required;
- They are able to comply fully with the UNDP General Terms and Conditions of Contract;
- They have a record of timely and satisfactory performance with their clients.
EXAMPLES OF ITB REJECTION

- Late submission. The ITB is handed in after the deadline for submission.
- ITB not submitted to through UNDP etender system;
- The ITB not properly signed as per Solicitation Documents and mandatory forms not completed
- Insufficient documents have been provided;
- Documents provided does not directly address each point of the evaluation Criteria;
IMPORTANT NOTES
Forward bids through UNDP E-tendering System
Ensure to submit all mandatory Documentations
Due date - 6th Jan 2022 (EST New York time)
Deadline to seek clarification – 5 days before bid closing date
Award will be based on technically compliant and lowest bid
QUESTION/ANSWER SESSION – DISCUSSION

Question and Answer Session on Technical Details of the ITB
THANK YOU