



Empowered lives.
Resilient nations.

MINUTES OF PRE-BID MEETING INVITATION TO BID
ITB – Renovation works for STAE Seven Office Buildings

Date: 01/02/2022
Time: 16:00hrs
Venue: ZOOM Meeting

PRESENTATION

After having companies introduce themselves, UNDP- Timor-Leste gave a detailed presentation of the ITB document.

ITB consists of the following sections:

- Section 1 – This Letter of Invitation;
- Section 2 – Instructions to Bidders (including Data Sheet);
- Section 3 – Schedule of Requirements and Technical Specifications, which includes the following parts:
 - Part 1 – Scope of Works;
 - Part 2 – General Requirements;
 - Part 3 – Detailed Requirements;
 - Part 4 – Technical Specifications;
 - Part 5 – UNDP General Technical Specifications for Building Construction Works;
 - Part 6 – Drawings;
- Section 4 – Bid Submission Form;
- Section 5 – Documents Establishing the Eligibility and Qualifications of the Bidder;
- Section 6 – Technical Bid Form;
- Section 7 – Price Schedule Form;
- Section 8 – Form for Bid Security;
- Section 9 – Form for Performance Security;
- Section 10 – Form for Advanced Payment Guarantee [Not applicable];
- Section 11 – Contract to be signed, including General and Special Terms & Conditions ATTENDANCE

UNDP Representatives:

#	Name	Job Title
1	Ashraf Shejah	Procurement Specialist
2	Md Shirajul Islam	Civil Engineer Specialist
3	Reinaldo Soares Da Costa	Civil Engineer Officer
4	Manuel De Almeida	Civil Engineer Associate

13 Bidders (via Zoom)

#	Bidder Name	Representative	Email	Mobile
1	Euclides C. Boavida	Euclides Boavida	ecboavid@gmail.com	77872836
2	Iuliana unipessoal Ida	celino dos santos caeiro	celinobili94@gmail.com	76205776
3	Kakuluk Service, Unip.Lda	Ely Amaral Barros	kakuluk4@gmail.com	
4	Madeba Boxel Unip Lda	Euclides C. Boavida	ecboavid@gmail.com	77872836



Empowered lives.
Resilient nations.

5	Caiulu Unip. Lda	Filipe Candido da costa		77757739
6	Jenic Enterprises Unipessoal Lda	Joao soares Pereira	jenic_enterprises@yahoo.com	76669992 / 77901439
7	Fitun Foun & NUsabe	juvinal Rodrigues & francelino Rodrigues	fitunfoun.unip.lda.tl	78277245
8	Kakuluk Service, Unip.Lda	Ely Amaral Barros	kakuluk4@gmail.com	73049089/774335 33
9	LULIANA UNIPessoal LDA	celino dos santos caeiro	celinobili94@gmail.com	76205776
10	Madeba Boxel Unipessoal Lda	Euclides Cabral Boavida	ecboavid@gmail.com	77872836
11	N/A			
12	N/A			
13	N/A			

QUESTIONS AND ANSWERS

During the presentation the following questions and inquiries were raised by the bidders:

#	Questions Raised During the Meeting	#	Answers
Q1	What is the purpose of specifications mentioned in TOR under this ITB?	A1	Referring to the section "C" of TOR: The construction company shall be hired to carry out all the renovation works as mentioned in the BoQ in compliance with international and local standards. Hence, to ensure standard of the materials and to perform test for the same guideline of International Standards like ACI, EC-2, IBC, IS etc. and local code like Indonesian or Timor-Leste will be followed.
Q2	What is the condition and timeline for processing invoice?	A2	Payment conditions: Written Acceptance of Goods/Works based on full compliance with ITB requirements and its completion of per Terms of Reference and technical specifications. For details please refer to attached Terms of Reference and Technical specifications with this ITB. Timeline of payment: Payment will be made only upon UNDP's acceptance of the goods and/or services performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of goods and/or services issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of the contract.
Q3	Can bidders bid for only for one location-site Within a LOT?	A3	No. Bidders can't participate in one site only. If so, the bid will not be considered. All the bidders should quote for one or more than one complete LOT. Bids received for partial LOT (not for all sites within the LOT) will not be considered.



Empowered lives.
Resilient nations.

Q4	What if there is a change in BoQ for a site?	A4	<p>Change in Quantity: It is expected that there will be change in quantity compared with the estimation. Bidders are allowed to process invoice based on actual/field quantity only. Final quantity for each item of work must have to be checked and endorsed by the authorized officer of UNDP in a prescribed format.</p> <p>Change in item: Considering site situation if there is any NTI (Non-Tendering Item) to be considered then the bidders have to come up with proposal with justification, unit rate of the product/service with local market analysis, estimated quantity and estimated costing if possible two or more alternative solution option. UNDP reserves the authority to accept or to cancel any proposal from bidders without any justification whatsoever. NTI item must be approved from UNDP designated officer before its field implementation. Without, prior approval from UNDP any work done by the bidder will be considered as null and voided in terms of money and technically incompetent in terms of performance.</p>
Q5	What if the work in the field is exceeds the project duration as mentioned in TOR?	A5	<p>Estimated duration of the construction as per TOR is 3 months. While submitting technical bid, the bidders must come up with sequential construction program and schedule. Bidders are free to propose their own work plan for each project/LOT as per the duration of project given in TOR.</p> <p>However, BIDDERS SHOULD NOTE THAT, UNDP WILL NOT ACCEPT PROPOSALS EXCEEDING 3 MOTNHS DURATION. Any proposal exceeding 3 months will result in its NON_COMPLIANCE WITH TOR.</p> <p>Liquidated Damages will be applied in case of NO force majeure: If the contractor fails to deliver the specified works within the time period(s) stipulated by the Contract, UNDP shall, without prejudice to its other remedies under the contract, deduct from the payments due to the Contractor, as liquidated damages, a percentage of 0.33% per day. Once the delay reaches to the maximum limit (10%) or 33 days, UNDP may consider termination of the Contract.</p>

#	Questions via email	#	Answers
---	---------------------	---	---------



Empowered lives.
Resilient nations.

Q1	We find it difficult to have access to BoQ and Drawings documents. Therefore, we kindly ask your help by sending us the link where we can download these documents.	A1	All the documents; TOR, BoQ, Technical Drawings, Site Map are included in the word document "ITB 11328 - Renovation Works 7 Office Buildings, under Section 5a: Schedule of Requirements and Technical Specifications/Bill of Quantities ".
Q2	We notice that the project is divided into several LOT. We want to compete for LOT 3, however, as per your explanation, this LOT also divided into 3 different project. Should we take all the projects under LOT 3?	A2	All the bidders should quote for one or more than one complete LOT. Bids received for partial LOT (not for all sites within the LOT) will not be considered.

REMARKS

UNDP informed attended bidders that they can send their requests for clarifications till five (5) calendar days before the submission deadline date.

All the received bidders' questions and UNDP's answers will be published on UNDP website to be available for all interested bidders.

CLOSURE

The meeting was adjourned at 17:00hrs.