Minutes of Prebid Skype Conference
RFP-024-22 - DEVELOPMENT OF DESIGN SERVICES FOR MEDICAL WASTE MANAGEMENT IN 16 HOSPITALS LOCATED IN VARIOUS LOCATIONS IN IRAQ

Date: 10 February 2022, 10:00-11:00

Attendance List

Bidders:

1. BlackForest Solutions GmbH
2. Gimini General Trading
3. Think Global SRL
4. CDP International
5. LDK for Management Consulting
6. Dar Al-Omran Infrastructure and Environment
7. Warin Medical Co., Ltd
8. EcoConServ Environmental Solutions, Egypt
9. ETLog GmbH

UNDP Project Team Facility for Immediate Stabilization Project:

1. Hugo de Vries – Stabilization Specialist
2. Osamah Khalili – Engineering Specialist
3. Muhammad Abbas – Engineering Specialist

UNDP Procurement Team

1. Dolores Maitim- Procurement Analyst

The purpose of the meeting was to brief potential bidders on the RFP requirements and respond to any questions related to the RFP.

After the introduction a short introduction, the meeting commenced with Osamah Khalili presentation on the project background focusing on introduction of the Project, objectives and outputs, coverage, project time frame, among others. Highlight of his presentation as follows:

- The project is developed as a response to the end user and donor requirements to conduct an analysis regarding the solid waste management processes and facilities in Iraqi hospitals that were previously rehabilitated by UNDP, or that are currently being rehabilitated by UNDP.
- We need to understand what system the hospitals are currently using, what their systems, infrastructure and human capacity for these processes is.
- The consultant will undertake the study and analysis, and develop recommendations for a waste management plan to reduce waste generation, establish medical waste management in accordance with International environmental standards.
- The consultant will also draft BoQs and drawings for the required infrastructure works on site (sorting and dumping sites etc.) and provide the technical specifications and potential brands of the required machinery (incinerators, autoclaves etc.)
- Provide standards how medical waste should be run later on when the hospitals are finished.

In the Q&A sessions, the following questions were asked by the bidders:

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<th>Questions</th>
<th>Response/Clarifications</th>
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| 1 How many scenarios is the bidder expected to submit as part of the concept design? | The consultancy firm is expected to submit at least 3 different concept scenarios for waste management and required equipment which are common to all the hospitals named in the TOR. The concept designs should be based on international standards.  
For the hardware part, this depends on the outcome of the analysis for each hospital. |
| 2 Are we expected to design a system that can be adopted by the Ministry of Health? Does this mean we propose only on-site treatment, or it can be central to all the hospitals, or can it be hybrid? | The consultancy firm is expected to review and analyze the current medical waste and hardware in Iraq specifically to the list of hospitals defined in the TOR.  
Based on the result of the analysis, the consultancy firm is expected to provide at least 3 different concept scenarios that can be adopted based on international standards. The 3 concept scenarios should include draft design based on technical parameters.  
After UNDP and end-users have selected the most appropriate scenario to be adapted, the selected Consultancy Firm shall start preparing all detailed designs and submit a complete design package accordingly, that should include the system software (Medical Solid Waste Management) and the system hardware/infrastructure design including the BoQ. |
<p>| 3 The proposed firm has to provide BoQs and architectural drawings. How is the design of the system related to the design of spaces? | Based on the assessment, and the existing availability, the consultant will establish a new solid waste management system and reflect this in a complete design package of the new system hardware. |
| 4 Is this proposal also involved suggested assessment for disposal of land waste site or landfills or this assessment is only for the mentioned hospitals incinerators. | This depends on the location, but usually not. In Mosul for example the dumping sites are far away from each other, and we do not expect |</p>
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<th>Question</th>
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<td>Will you provide us details of availability of incinerators in each hospital, etc.</td>
<td>the company to inspect the dumping sites. At other sites, where the dumping areas are part of the hospital infrastructure, this will be the case. This will be part of the analysis based on your assessment on the ground. An initial list can be provided but the company is expected to double check. We know where some of the incinerators and shredders are, but we don’t know their situation, their actual working state, capacity, how they are used, etc. therefore, the Company is also expected to provide an analysis and recommendations. It is the responsibility of the bidder to check the availability of hardware including incinerators</td>
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<td>One of the requirements of the Team Composition is fluency in spoken and written English/Arabic.</td>
<td>You are free to use international experts, or a combination of international and or local companies, because at the end of the day we want the selected company to have the experience we are looking for. Please note however, that DoH end-users rarely speak English and UNDP will not be providing support with translation. It is therefore the responsibility of the Consultancy Firm to provide translators for non-Arabic speaker.</td>
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<td>Do all parts of the JV should have practiced license in Iraq or is it enough for one of the JV to do so?</td>
<td>As indicated in the TOR, Companies should be legally registered and should be able to work inside Iraq. Company legally registered either in KRI or from the Federal Government of Baghdad is accepted.</td>
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<td>Are we going to be provided with any technical drawings (floor plans.. so on) of the 18 hospitals or are we supposed to obtain it through the assessment?</td>
<td>UNDP can provide the drawings for the hospitals that it is/has worked on, but not of the wider compounds of these hospitals, or of dumping and sorting areas. This mapping is part of the company’s work. UNDP also expects the contractor to double-check by obtaining end-user drawings.</td>
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<td>the draftsman is supposed to have seven- or five-years’ experience in civil engineering?</td>
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<td>Based on your answers, we believe that 14 weeks duration is relatively tight for the completion of all stages</td>
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<td><strong>10</strong></td>
<td>Please describe where our scope falls within the four windows?</td>
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Additional information:

1. **Evaluation Criteria, Language Qualifications**

   The requirement for the language qualifications have been removed in the evaluation criteria for the following personnel:
   - Team Leader
   - Capacity Building Expert
   - Healthcare Waste Management Specialist
   - Solid Waste Management Expert

2. **Name of Additional hospitals to be assessed**

   As mentioned in the conference, 2 additional hospitals are added in the hospitals that should be assessed, as follows:
   - Baharka Hospital in Erbil
   - Baai Hospital in Ninawa Plain

3. **Access to Sites**

   Please note that bidders are responsible to obtaining access to the sites. UNDP can assist by making connections with the DoH and other end-users in the areas, as well as provide an introductory letter, but the bidder will be in charge of obtaining access permits, JCC letters (for travel between KRI and the rest of Iraq) or other documentation as needed.

**Important Reminders:**

1. **Deadline of submission of offers**
Bidders are advised to submit proposals well in advance of the submission deadline. Do not wait until the last minute because in the event you encounter a problem in submitting your proposal at the last minute, UNDP cannot guarantee last minute Help Desk support. The system automatically locks the RFP exactly at the time indicated in the system.

2. Submission of Financial Proposals

The Proposer is required to prepare and submit the Financial Proposal Submission Form (Form F) and Financial Proposal Form (Form G) in a signed and stamped password protected PDF file separate from the Technical proposal submission as stipulated in the Instructions to Proposers.

Financial Proposal Submission Form (Form F) and Financial Proposal Form (Form G) that are not password protected will be disqualified.

While entering Financial proposal in the e-Tendering system for an RFP, indicate your bid price as USD 1.

The Password for Financial Proposal Submission Form (Form F) and Financial Proposal Form (Form G) must not be provided to UNDP until it is formally requested by UNDP if the proposal is deemed technically qualified.