



MINUTES OF PRE-BID MEETING INVITATION TO BID RFQ – Supply and Delivery of water Storage Tanks

Date: 03/03/2022
Time: 14:00hrs
Venue: ZOOM Meeting

PRESENTATION

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

RFQ consists of the following sections:

- Section 1: This request letter
- Section 2: RFQ Instructions and Data
- Annex 1: Schedule of Requirements
- Annex 2: Quotation Submission Form
- Annex 3: Technical and Financial Offer

UNDP Representatives:

#	Name	Job Title
1	Ahmad Zubair	Head of Procurement Unit
2	Ashraf Shejah	Procurement Analyst
3	Patricia Porras	Project Manager
4	Augustine Santhiapillai	Agribusiness Technical advisor
5	Nelson Pereira Vicente	Civil Engineer

13 Bidders (via Zoom)

#	Bidder Name	Representative	Email	Mobile
1	Paul Electric Unipessoal LDA	David Tiarso (Purchasing Manager)	tiarsodavid@gmail.com	+6281238668989
2	Qingdao Haike Refrigeration Co., Ltd	Felix Li	export@haikechina.com	+8617718541995
3	Pioneer Water Tanks	Harshil Patel	hpatel@pioneerwatertanks.com.au	+61 433513870
4	Kliptank Limited - New Zealand	Duheine Myburgh - Market Manager	duheine@kliptank.com	+6427 603 7650
5	Kingspan Water & Energy Pty Ltd	Ross Wainwright - Export Manager	Ross.Wainwright@kingspan.com	+61 (0) 435 599 533

QUESTIONS AND ANSWERS

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



#	Questions Raised During the Meeting	#	Answers
Q1	Will alternative bids be accepted for HDPE tanks - corrosive resistance is much higher than steel tanks?	A1	UNDP will not accept any alternate bid.
Q2	Maximum 2.2-meter height? Do you have any sample picture of product you need?	A2	Water storage tanks will be installed to storage rainwater collected by gravity from single store building's roof. Therefore, the water tank should not exceed 2.2m height to ensure 100% of its capacity is utilized. Sample pictures of the water tank is uploaded for public access.
Q3	Could UNDP please confirm the nozzle size or the fixture size? Page 7 indicates DN80, however page 9 indicates sizes from 50mm-300mm. Could UNDP please clarify this?	A3	Requested fixture size is DN80 (As indicated in page #7). Page #9 indicates sizes ranges from 50mm-300mm however it should say "from 50mm-100mm". Drawings show that the diameter of the distribution pipe is 2 1/2" or DN 65 that it is also accepted in line with nozzles sizes range (50mm-100mm)
Q4	What time we may receive the minutes of meeting sir Since the time is really tight, 5 working days to go only.	A4	The minutes is uploaded for public access dated 8 th March. Deadline is also extended with 5 more days until 16th March 2022.
Q5	Pg 9 indicates nozzles to be made from HDPE or equivalent. We would like to know if PVC fittings (for scour and overflow only) would be accepted?	A5	PVC is also considered equivalent; therefore, it is accepted.
Q6	would you consider CIF delivery terms, DAP terms is sometimes a challenge, especially in this current climate.	A6	UNDP shall not consider any other incoterm except DAP. The terms of delivery and installation and mentioned in tender documents in details.
Q7	Would a bid inclusive of installation of the tanks be accepted? or would that be in a different tender?	A7	The bidders should quote including assembling and installation of the water tanks. However, for constructing the site and for other construction related activities, UNDP has contracted another company to cover such work.
Q8	Is site technical representative a must to assist the installation on the site? How about remote instruction?	A8	Given the technical specifications of the requested water storage tanks. It is expected to have a technical person on the ground to assembly the steel tanks on site, since the responsibility of the assembly/installation is on contractor. In case of remote support by head technician, the contractor should have support technician/workers on ground to complete the assembly/installation.



Q9	Is the bidder also expected to construct the concrete foundation?	A9	The bidder is only responsible to supply the water storage tanks at DAP indicated and assembly the tanks on site. The concrete foundation and collecting system will be constructed by another firm hired by UNDP.
Q10	Pg 10 indicates that the tanks must be inspected by an independent agency. Could we please have some more clarity on this matter? We would like to know the exact standards under which the independent agency inspection needs to be carried out. Generally speaking, water tank shipments are inspected against PCA standards. For e.g. https://protect-au.mimecast.com/s/ml-oCXLK8jhVYKKUVoP4g?domain=sgs.com.au . Please confirm the exact standards applicable here.	A10	Tanks will be inspected by independent UNDP consultant at Delivery Place before installation/assembly to ensure that tanks are delivered in good conditions and no damage has been caused due to shipment. However, it is responsibility of the contractor to make sure the tanks are inspected and are in well condition before shipment.
Q12	Could UNDP also please clarify the 12-16 weeks lead time. Is it a max of 16 weeks upon fulfilment of DAP terms? Meaning that the goods must be delivered to Oecussi within 16 weeks from contract? We humbly request UNDP to review this because the current supply chain disruption makes it difficult for the bidders to guarantee this. Bidder would have no control over shipping once goods leave their premises. Could we please recommend that the terms be changed to goods must be dispatched from manufacturer's premises within 8 – 12 weeks from the date of contract signature?		The goods should be ready for dispatch from the place of production within 12 weeks. And for delivery period, the contractor should inform UNDP about the selection of fastest route for shipping purpose. The contractor should keep UNDP in the loop for selection of shipping firm and how much time they require to ship the tanks to Timor-Leste. Point to be noted that UNDP delivery incoterm is DAP Oecusse Timor-Leste, and all the responsibility of shipment lays on contractor. UNDP will support the contractor in getting necessary clearance while arrival of shipment at Timor-Leste.

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 15:00 hrs.