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MINUTES OF PRE-BID MEETING Request for Quotation
RFQ – Renovation works for STAE Office Buildings in 7 lots

Date: 03/06/2022
Time: 16:00hrs
Venue: ZOOM Meeting

PRESENTATION

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

Request for Quotation (RFQ) comprises the following sections and documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Terms of Reference, Schedule of Requirements /Technical Specifications/Drawings

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

UNDP Representatives:

#	Name	Job Title
1	Tito De Jesus Filipe Da Costa	National Project Manager CORE-TL Project
2	Reinaldo Soares Da Costa	Civil Engineer CORE-TL Project
3	Ashraf Shejah	Procurement Specialist
4	Yuka Mamekoshi	M&E Specialist

Bidders (via Skype or Zoom)

#	Bidder Name	Representative	Email	Mobile
1	ZETTS Unipessoal Lda	Juvenal R.B.	zetts.unipessoal.lda@gmail.com	77909630
2	De Brito Saraiva Unipessoal.Lda	Jose Lopes Vide	vide743@gmail.com	73597720
3	Leolico, unipessoal lda	Mario de Jesus	73942454latu@mail.com	
4	Nagi unipessoal.lda	Abreu Belo	nagiunipessoal@gmail.com	77677123
5	Biamali Unipessoal Lda.	Jorge de Araujo.	jorgebiamali@gmail.com	77318593
6	Central Hill Unip Lda.	Rofino F. Marcal	centralhilluniplda@gmail.com	77262960
7	Heytelu,Unipessoal Lda	Mario de Jesus	mdej08081982@gmail.com	77403270
8	RALAN LDA	Felizito B. S. A. Chang	apinchang8@gmail.com	78326408



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9	CARISMA UNIP LDA	Joao De F. A Da Silva	jf070965@gmail.com	77236190
10	Sorulau Unipessoal Lda	Clarina M. Dos Reis	Sorulau22@gmail.com	77094217
11	Afihini Unipessoal Lda	Alcino Fernandes	Aldo.fernandes2014@gmail.com	77416661

QUESTIONS AND ANSWERS

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

#	Questions Raised During the Meeting	#	Answers
Q1	How much is the minimal cash flow or the financial capacity to apply for two Lots?	A1	As stated in the RFQ document, companies applying for more than one LOT should demonstrate additional US\$ 15,000 turnover for each additional LOT as below: For one LOT: US\$ 25,000 For two LOTs: US\$ 40,000 For three LOTs: US\$ 55,000 For four LOTs: US\$ 70,000 For five Lots: US\$ 85,000 For six Lots: US\$ 100,000 For seven Lots: US\$ 115,000
Q2	Is it allowed to submit the documents in the hardcopy? In Timor-Leste, the internet connection is not good sometimes. Thus, the hardcopy submission will be easier.	A2	No, the hardcopy submission is not accepted. The submission should only be via email to bids.tp@undp.org as mentioned in RFQ document. And DO NOT CC other EMAIL ADDRESSES. The hardcopy documents can be scanned and converted into PDF. If the file size is bigger than 10MB, the bidder should send separate emails, each less than 10MB.
Q3	Should the technical & financial documents be sent all together?	A3	The bidders should submit all required documents together in one email or multiple emails before the tender closing date.
Q4	Is Bid security needed?	A4	No, the Bid Security is not required for this RFQ.
Q5	Do the documents need to be secured with a password?	A5	No, password to the documents are not required.



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	Is it required to submit the contract showing the past experience? If it is not necessary, the experience can be lied or manipulated.		<p>UNDP requires bidders to submit list of contracts completed during past 5 years which reference details, contract value, description of work and duration.</p> <p>UNDP will verify the information during evaluation process when required and will conduct reference check with previous clients.</p> <p>UNDP may also request copy of the contracts (if required) from the recommended bidder as post qualification process.</p>
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REMARKS

UNDP informed attended bidders that they can send their requests for clarifications till seven (7) 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 finished at 17:20hrs.