

**Minutes of the pre-bidding conference MyITB2022-001 Supply, Delivery, Installation and Commissioning Of Three (3) Food Waste Composters including On-site Training and Maintenance**

Place: ZOOM

Date: 1 July 2022

Time: 10:00 to 11:00 (GMT+8)

Panel from UNDP Malaysia:

- a. Ms. Ange Tan, Environment Analyst (Biodiversity & Ecosystems)
- b. Ms. Hanis Syamilah, Operations Team

## **I. Introduction**

UNDP Operations team welcomed all meeting participants. She then briefed all bidders that the purpose of this meeting is to help the bidders to fully understand the key requirements in the ITB. Bidders can raise queries through Questions and Answers session. This meeting is not a pre-requisite for application. Those who missed or unable to attend this meeting can still submitted their proposal.

Minutes of this meeting will be posted on UNDP websites and UNGM, so all bidders (including those who were unable to attend) can download for reference.

In case any bidders have queries after the pre-bid meeting, the bidders should send queries to the contact details indicated in the ITB.

Below are some key notes on preparing and submitting the bid:

### **1. Preparing proposal:**

- Proposal validity: 90 days from submission deadline
- Please refer to the evaluation criteria in the Section 4 for UNDP requirements while preparing proposal and ensure all essential documents are included in the bid. Bidders should provide in their proposal's relevant information, proof/evidence they have for each criterion.
- The proposal should be submitted in the templates provided in Section 6: Returnable Bidding Forms/ Checklist. Bidders should follow templates.
- Currency of the proposal is Ringgit Malaysia, should the company submit the proposal in different currency, UNDP has right to apply UN Exchange rate effective deadline of the submission. The UN Exchange rates are available by following link:  
<https://treasury.un.org/operationalrates/OperationalRates.php>
- Failure to accept UNDP General Terms will lead to disqualification of the company.
- The maximum expected duration of the contract is 12 months, until 1 October 2023.
- Partial Quotes is not permitted.
- UNDP will award the contract to one and only one Service Provider.

### **2. Bid submission:**

- Submission deadline: Friday, 18 July 2022, 12:30PM (EST). For eTendering submission – as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
- Only electronic submissions via Atlas e-tendering will be accepted.
- Please note that paper-based or email proposals will not be accepted.
- It is sole responsibility of Supplier to ensure timely and correct submission of proposals. Any submission after the deadline will be rejected.

- The submission should be supported with additional documents confirming qualification of the company and other criteria, please refer for details to Section 4 checklist.
- All Forms must be submitted using the Supplier official letterhead and should be properly signed and stamped by authorized person.

### **3. Evaluation of proposals:**

- Evaluation criteria provided in Section 4 of the tender document.
- The evaluation reviewed based on a non-discretionary “pass/fail” method

### **4. Financial proposals:**

- The financial proposal shall be provided based on the items listed in Section 6: Form F.

### **5. Brief Summary of the ITB:**

- The Food Waste Composter systems are for the Integrated Island Waste Management project (IIWM). This Food Waste Composter machines are meant to be used by the resort operators and local communities on the island of Perhentian Kecil and Pulau Redang. Hence, one of the requirements under this ITB is the delivery of, to be commissioning and installation of food waste composters to Pulau Perhentian Kecil and Pulau Redang.
- Exact Address of Delivery/Installation Location will be Kampung Nelayan in Pulau Perhentian Kecil (1 unit) and Pulau Redang (2 units): 1 unit at Long Beach the beach and 1 unit in Kampung Pulau Redang.
- UNDP will procure 3 units of Food Waste Composter
- The Features for this food waste composter are as follows:
  - Composting technology: Microbial Aerobic Compression Composting Technology with Heavy Duty Internal Chamber Crushing Technology
  - Temperature system: Temperature Controlled System Comply (70°C for 60 minutes elimination of pathogens and harmful bacteria)
  - Capacity: 500KG per time per day (Chamber Volume: 2000L)
  - Type of Food Waste: Able to compost all type of food waste (eg. Bones, seashells, fish bones, chicken bones, all types of fresh and cook food waste) and compostable food packaging etc.
  - Other characteristics:
    - i. Stand-Alone Modular Unit
    - ii. Interactive HMI Touch Panel Control
    - iii. Composting Medium: Aerobic Microbes
    - iv. Process Time: within 24 hours
    - v. Converts 100% of Food Waste to BioCompost
    - vi. Safety Interlock
    - vii. Built-in Crusher System
  - Process Flow: Insert / Crushing + Agitate (Inner Chamber) / Compost
  - Filtration System: Pro-active liquid filtration system to eliminate foul odour and Enzyme purification system
  - Power: 18.0 kW / 415VAC / 50Hz / 36A
  - Noise Level: 45 ~ 55 dB
- Warranty Period: 3 years against manufacturing defect. Maintenance services will be half yearly per unit. Supply of enzyme for 1 year for each unit of food waste composter.
- Delivery to the locations listed in Section 5(b) complete with Delivery Order and Invoice Copy for supply of each equipment.

- The price should include 2 Mode of transportation through Land (to each jetty) and by sea to the respective island.
- We also requesting on-site training upon delivery, installation, and commissioning of the equipment.
- The Payment Terms will be max of 10% upon contract signature/PO issuance and the rest (90%) within 30 days from UNDP's acceptance of goods as specified and receipt of invoice.
- Conditions for Release of Payment:
  - Inspection upon arrival at destination.
  - Installation
  - Testing
  - Training on Operation and Maintenance
  - Written Acceptance of Goods based on full compliance with ITB requirements.

## 6. Questions/ Answer Session:

At the end of this presentation, there were some questions from participates and these were clarified as below:

#	Query	Answer
1	Is there are Bank Guarantee is required?	Bank Guarantee is required if only for the advance payment. You need to have a specific request on the advance payment. It is UNDP's standard practice to not make advance payment(s) (i.e., payments without having received any outputs).
2	Any phone number to raise the question directly?	Questions on tender can be sent in writing to <a href="mailto:procurement.my@undp.org">procurement.my@undp.org</a> before 5 days to bids submission deadline. Email is the best way to contact or to raise any query related the bid.

## Notes:

1. Minutes of the meeting will be posted on the website. UNDP procurement notices and all relevant tender information will also be posted on the following portals:
  - a. UNGM: <https://www.ungm.org/Public/Notice/176580>
  - b. PSO: [https://procurement-notices.undp.org/view\\_notice.cfm?notice\\_id=92515](https://procurement-notices.undp.org/view_notice.cfm?notice_id=92515)
2. Questions on tender can be sent in writing to [procurement.my@undp.org](mailto:procurement.my@undp.org) before 5 days to bids submission deadline.
3. Bidders is allowed to participate in the tender even though you missed the pre-conference session.

The meeting completed at 10.20am. This minute will be posted on website for an easy access.

## Useful information/links:

UN exchange rate: <https://treasury.un.org/operationalrates/OperationalRates.ph>