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## MINUTES OF PRE-BID MEETING

### RFQ – Construction work of the water tank foundations, installation of gutters and distribution system for rainwater harvesting in schools and health centers in Oé-Cusse

Date: 29/06/2022

Time: 8:30hrs

Venue: Dominican café, oe cusse

## PRESENTATION

After having companies introduce themselves, UNDP staff gave a detailed explanation 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	S. Augustine	Agri business advisor (Project manager OIC)
2	Joni Maria Dos Santos	Agri business coordinator
3	Eusebio De Jesus Martins	Engineer
4		

## 13 Bidders (present)

#	Bidder Name	Representative	Email	Mobile
1	Enchi Unip. Ida	Francisco sarmento		75924540
2	Monte Casa Sul const. UNIP.Lda	Joao Gomes		76053188
3	RAYNADOS UNIP.LDA	Jaime M.Bire		75460399
4	Paul Electric UNIP.LDA	Dexter P.M		75451437



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## QUESTIONS AND ANSWERS

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

#	Questions Raised During the Meeting	#	Answers
Q1	Do we have to transport and install the tanks?	A1	No. Supply, delivery and installation of the tanks will be processed through another contractor.  This process includes construction work for base only.
Q2	Can we submit quotation for selected sites only?	A2	No partial quotes permitted. The bid/offer should include all 16 sites in Oecusse.
Q3	Are we allowed to join together and apply?	A3	Yes. Companies can jointly implement this project. Please refer to below information on Join-Venture copied from the tender document:  <b>Joint Venture, Consortium or Association</b>  <i>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</i>



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Q4	Drawings of the fence. In the drawing two gates are indicated (a twin gate and a single gate) and is it necessary to have both or one single gate is enough?	A4	The drawing is provided as a prototype only but the actual dimension and numbers of the gate to be installed please refer to the BoQ as differently indicated for different size of the tank, please also note that the tank with capacity 110m3, & 150m3 use twin gate of 3m wide, while tank 49m3 and 92m3 use single gate of 1.5m wide, as indicated in the bidding document.
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#### REMARKS

UNDP informed attended bidders can accompany them for the site visit as shown in the TOR and get the ground details

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

Three companies Joined the site visit on 29<sup>th</sup>, 30<sup>th</sup> June and 1st of July 2022.

The site visit observation is attached in a separate report.

#### CLOSURE

The meeting was adjourned at 16:00hrs.