

Minutes of the Pre-Proposal Conference
“Performance-Based Structural and Non-Structural Evaluation of Selected Hospitals and Health Facilities” under Project of Emergency Support for Safer Hospitals and Settlements (BEHTAB II)

RFP No.: RFP/2022/046
Country: Islamic Republic of Iran

Date of Pre-Proposal Conference: 26 July 2022

Facilitators:

- Dr. Afshin Kalantari, National Project Manager, UNHABITAT
- Mr. Navab Merikhi, National Expert on Structural Engineering, UNHABITAT
- Ms. Hedieh Yousefizadeh, Senior Finance and Admin Assistant, UNHABITAT
- Ms. Nazli Alavi, Procurement Analyst, Head of Procurement UNDP

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 Nazli Alavi
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Background of the Bidding Process:

United Nations Development Programme on behalf of UNHABITAT in Iran (UNDP) intends to conduct a competitive process to identify qualified organization(s) to establish a Contract for “Performance-Based Structural and Non-Structural Evaluation of Selected Hospitals and Health Facilities”.

To this end, a Request for Proposal (RFP) package was prepared and advertised through UNDP website on 13 July 2022. The pre-proposal conference was held on 26 July 2022 at 03:00pm. virtually with participation of UNHABITAT and UNDP’s officials as the representatives of nine companies, indicated their interest in this tendering. The purpose of the meeting was explaining the Request for Proposal package, objectives of the Work and to providing clarification to the raised questions.

Detail of Pre-proposal Conference:

The meeting was opened by introduction session and was followed by explanations provided by UNDP’s Head of Procurement on the overall requirements of the Terms of Reference (TOR). The different sections of RFP were elaborated with emphasis on the evaluation method and eligibility criteria. The necessity of submitting the Financial proposal only as a password-protected file was also highlighted in the meeting, with referring to RFP package and e-tendering portal.

Afterwards, the guidance was provided to the representatives on the accurate approach of completing the bidding forms, including Financial Proposal. The arrangement for awarding the contract on Lot-basis as well as currency of contract and payment terms were also explained. Subsequently, an overview of the general approach and objectives of the project. was provided by UNHABITAT representatives.

The meeting was followed by question-and-answer session which are detailed below:

Question 1:

Is it possible to divide one lot between more than one Contractor?

Answer 1:

No, Partial proposal is not allowed in each lot. However, the interested bidders can participate as joint Venture subject to meet the criteria which have been defined in the package for Joint Ventures. You are requested to carefully review the related sections in the RFP package.

Question 2:

Is any Bank guarantee required?

Answer 2:

No bank guarantee has been requested for this project. However, if you have seen the payment terms, 10% of total contract amount is released after having the final overall review of the final modified documents.

Question 3:

In the package, it has been mentioned that the parties should demonstrate the records/ reputations of the successful cooperation over the last 3 years. Is it actually the case?

Answer 3:

Yes, because of our previous experiences, we need to ensure that the joint Ventures can work successfully together. Any disagreement between the parties of a Joint Venture will adversely affect the progress and implementation of our project.

Question 4:

Have you considered any range for Financial Proposal? What happens if a bidder has unrealistically offers a very low price?

Answer 4:

Yes, we surely have done a market search on estimated cost of each Lot, however this cannot be shared with the bidders. The Financial proposal templates requests all the cost components of the Work in detail, so we can assess and justify the proposed costs.

Question 5:

On Page 21 of RFP package the bidders are required to be qualified in engineering corresponding to Planning and Budget Organization Grade I or II Consultancy in the field of seismic retrofit of Buildings. While, in Page 37, only Certification of Planning and Budget Organization Grade I Consultancy in seismic retrofitting has been requested. It seems the criteria doesn't match the requested document.

Answer 5:

You are completely right. The requested document is Certification of Planning and Budget Organization Grade I or II Consultancy in seismic retrofitting. So, page 37 of RFP package is corrected and revised RFP is shared before 31 July 2022.

Question 6:

Is the cost and execution of destructive and non-destructive tests, needed for the assessment, in the list of responsibilities of the consultanting company, or the company just should make the orders?

Answer 6:

The consultanting company is only responsible for listing and ordering the required tests, and any extra expenditure to be covered by UNHabitat after approval of need.

Question 7:

In terms of the mechanical and electrical components and systems, is the consultanting company supposed to assess them?

Answer 7:

The mechanical and electrical components and systems, have to be assessed and retrofit designs (in case of need) be provided only from seismic aspects. Just in case of major changes in the equipment arrangement or plans, there is a necessity for modification of the mechanical or electrical function.

Question 8

Is seismic hazard analysis also in the responsibility of the consulting company?

Answer 8

No. The seismic hazard analysis will be separately and the report will be provided to the consulting company.

Question 9

If within PEA studies, a hospital is assessed as safe and non-vulnerable, will the consulting company needs to continue the study and does it receive the full payment?

Answer 9

Based on the results of the PEA studies, if the structure and nonstructural components are assessed as satisfactory and non-vulnerable, the rest of the services will not be performed and the payment will correspond only to the performed parts of the ToR.

Question 10

For the hospitals in category 2 (the building with only the structure part is constructed) how the assessment of the nonstructural components is expected?

Answer 10

in this case, due the lack of the implemented nonstructural components, it should be done based on the current design drawing.

Question 11

How the permissions for entrance and survey of the buildings are issued?

Answer 11

EOGPBI will provide the permission for entrance to the buildings based on the request from the consulting company and approval of UNHABITAT

Question 12

Who is responsible of development of as-built drawings?

Answer 12

For the buildings with the complete structure (Group I), as-built drawings will be provided by EOGPBI, and for other buildings, they may not exist. Therefore, the consulting company is responsible to modify the existing technical drawings based on the survey, observations and probable test. The resulted modified drawings must be submitted to the client as a part of commitments according to contract documents.

Question 13

Are the Performance-based methods reliable for the new buildings?

Answer 13

As mentioned in ToR, Codes and regulations, there are some Performance-based references that cover the new buildings. Therefore, all buildings (new and existing) have to be studied through this approach.

Question 14

what is the type of the contract from the perspective of Tax and Insurance?

Answer 14

Applicable Value Added Tax (VAT) shall be included in the Financial Proposal, in a separate line. For paying the VAT after completion of work, the contractor shall submit formal invoice, with the applicable VAT to the respective invoice. UNDP will submit the Invoices, in which VAT has been applied to Tax office on periodic basis to reimburse it. So, the contractor shall be VAT certificated and ensure that their tax submissions are timely and accurately done and no issue will be raised for UNDP at the time of VAT reimbursement.

At the end of the meeting, it was mentioned that the minute of the Pre-bid Conference will be shared with the participants and will be also uploaded on the website. In case of further inquiries, the bidders can send their questions in writing and through email to procurement.ir@undp.org, and UNDP will reply accordingly. Any revisions or extension will be uploaded in the UNDP website.

Declarations of Confidentiality and Impartiality: By signing this minutes of the meeting, I declare and certify that I have read and understood the process and that I am acting with the highest degree of impartiality and honesty in conducting evaluations of submissions, and in carrying out my functions in my capacity on Evaluation Committee, in accordance with the UN Staff Regulations and Rules, the UNDP Financial Regulations and Rules, the UNDP's Procurement User Guide, and the UNDP Fraud and Corruption Prevention and Policy, all of which I am aware of. In carrying out my functions on the Evaluation Committee, I agree that I will be acting with objectivity and integrity to strictly avoid any conflict of interest, even the appearance of a conflict of interest in UNDP-Contractor relationships and that I will make a full disclosure of my interest or involvement, direct or indirect in any particular case, if any. I undertake to inform the Evaluation Committee or other concerned officials immediately if I discover any conflict of interest, direct or indirect, with any proposal that I am asked to evaluate or is the subject of discussion in any evaluation meeting at which I am present, and will refuse myself from any such evaluation where such refusal is determined to be appropriate by the Evaluation Committee. I am aware that the noncompliance with the above can be sanctioned as provided in the UN Staff Regulations and Rules, UNDP Financial Regulations and Rules, and UNDP Fraud and Corruption Prevention Policy, Prescriptive controls on accountability, disciplinary measures and procedures.

End.