



MINUTES OF ONLINE PRE-BID MEETING Invitation to Bid (ITB)
ITB for Construction of Six Office Buildings – UNDP CORE-TL Project

Date: 01/08/2022

Time: 14:00hrs

Venue: ZOOM Meeting

Agenda:

- Introduction on ITB procurement process, eligibility requirements, how UNDP operates and how to fill required forms
- Explaining the eTendering process and answering to questions related to eTendering
- Explanation of Terms of Reference and scope of work, administrative and technical compliances
- Question/Answer Session and suggestions.

The following staff/representatives participated in the pre-bid meeting:

UNDP Representatives:

#	Name	Job Title
1	Ashraf Shejah	Procurement Analyst
2	Tito De Jesus Filipe Da Costa	National Project Manager CORE-TL Project
3	Reinaldo Soares Da Costa	Civil Engineer Officer CORE-TL Project
4	Yuka Mamekoshi	Monitoring and Evaluation Specialist CORE-TL Project

Bidders:

#	Bidder Name	Representative	Email	Mobile
1	ZETTS Unipessoal Lda	Juvenal R.B.	zetts.unipessoal.lda@gmail.com	77909630
2	GEZ Unipessoal Lda	Marcio Borges	marcio.borges3250@gmail.com	77111288
3	One 4 all Unip Lda	Marcial	finusmarcal@gamil.com	77262960
4	Kakuluk Service, Unip. Lda	Ely Amaral Barros	kakuluk@gmail.com	77433533/73049089
5	Mahoben Unip Lda	Eugebio do Nascimento	mahoben1993@gmail.com	77283681
6	Biamali Unipessoal Lda	Jorge de Araujo	jorgebiamali@gmail.com	77318593
7	JM. Unipessoal. Lda	Leandro da Costa Soares	jm.unipessoal08@gmail.com	78498671
8	Romante Unipessoal.Lda	Antonio	romante.unip.lda@gmail.com	77777717
9	Kartini unipessoal.Lda	Crisogno	kartiniunipessoal@gmail.com	77855980
10	Co. Cactus Unipessoal Lda	Jose Belo	Cactusbaucau2022@gmail.com	77032879
11	Company Ilatun,Lda		ilatunldacompany@mail.com	77049253
12	As Jazesia Unip.Lda		sismundaa@gmail.com	77360191
13	K-6 Unip.Lda	Inacio Carvalho Caldas	soniaelisabeth93@gmail.com	77131192



14	Tula-Eli Unip Lda	Juliao mascaranhas	ioaninhatulaeli@gmail.com	
15	Riri Start	Jacob Ximenes	Jacob Ximenes <ririxa@gmail.com>	77232585

QUESTIONS AND ANSWERS

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

#	Questions Raised During the Meeting	#	Answers
Q1	There's no Fee for Materials Testing, while all testing is required/mention in the BOQ.	A1	The material testing should be conducted at the construction site. Once a company start the construction, the materials should be certified/approved by UNDP's Engineer/Technical Team
Q2	There's no LADDER item for water tower (Drawing of BOQ), which we think is necessary.	A2	The Ladder is not necessary to be included.
Q3	we are suggesting if you could separate Overhead and Profit? Government of RDTL already separated those two items since around 2014	A3	Either way, separating or combining those two items is okay and acceptable.
Q4	Please explain about Confirmation on warranty.	A4	Warranty confirmation letter: Warranty is for a minimum period of 1 year from the date of handover of the work. Acceptance of Defect Liability Period (12 months after completion of work) and retention of 10% from total contract value.
Q5	Majority of local companies do not have any audit report. Can we prepare an internal audit report to attach with financial statement?	A5	If your company is not required to submit audited report by law in Timor-Leste, then please submit unaudited Financial statement and Bank statement.
Q6	Can UNDP assist the bidders by providing the internet? The internet connection is poor especially in municipalities to participate in e-tendering.	A6	If bidders complete all required bidding documents and bring laptop to UNDP office, Procurement unit will support bidders with their eTendering submission. If bidders have any questions or concerns, please email to UNDP's procurement team before 5 days prior to the deadline.



Q7	Please explain Bid Security and how long should it be valid for?	<p data-bbox="767 181 1477 324">A7</p> <p data-bbox="767 181 1477 324">Bid Security, shall be provided in the amount and form indicated in the BDS of ITB document, also copied below. The Bid Security shall be valid for a minimum of thirty (30) days after the final date of validity of the Bid.</p> <p data-bbox="767 342 1477 376">Required in the amount of USD 3000 for EACH LOT</p> <p data-bbox="767 394 1477 524">Bidders are supposed to furnish US\$ 3,000 bid security for each LOT they apply. Bidders interested to apply for more than one LOT, should provide bid security as following, based on number of LOTs applied:</p> <table data-bbox="767 539 1386 1041"> <tr> <th>SN</th><th>Number of LOTs</th><th>Amount of Bid Security</th></tr> <tr> <td>1</td><td>One LOT</td><td>US\$ 3,000</td></tr> <tr> <td>2</td><td>Two LOTs</td><td>US\$ 6,000</td></tr> <tr> <td>3</td><td>Three LOTs</td><td>US\$ 9,000</td></tr> <tr> <td>4</td><td>Four LOTs</td><td>US\$ 12,000</td></tr> <tr> <td>5</td><td>Five LOTs</td><td>US\$ 15,000</td></tr> <tr> <td>6</td><td>Six LOTs</td><td>US\$ 18,000</td></tr> </table> <p data-bbox="767 1081 1477 1182">Bid Security is required to be in original form and must be sent via courier or hand delivered as per the instructions in BDS.</p>	SN	Number of LOTs	Amount of Bid Security	1	One LOT	US\$ 3,000	2	Two LOTs	US\$ 6,000	3	Three LOTs	US\$ 9,000	4	Four LOTs	US\$ 12,000	5	Five LOTs	US\$ 15,000	6	Six LOTs	US\$ 18,000
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	Should all items be examined by unit-rate analysis?	<p data-bbox="767 1182 1477 1294">Yes, all items should be examined based on the unit rate analysis, flowing the template of National Development Agency (AND).</p>																					

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 finished at 15:30 hrs.