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**Minutes of the Pre-Bidding Meeting
for ItB_08_2022**

**Complementary works at CICOV-Hospitalization Center for Covid-19
Patients in the Mavalane Hospital, Maputo City**

as of 01 August 2020, 11:00,

Online via Zoom platform

<https://undp.zoom.us/j/82659082430?pwd=OGczcjBEY1p2bU00MUFE5XhJOHdtUT09>

Meting ID: 826 5908 2430

Password: 405790

Agenda:

- I. Presentation and description of procedures
- II. Questions and answers

I. Presentation and description of procedures

The Pre-bidding conference was opened by *Mrs Liliana Caterov, Procurement Specialist, UNDP Mozambique/ Health Portfolio*, who welcomed the participants and introduced the members of UNDP team present at the meeting. Further, the companies' representatives were encouraged to present themselves in the chat box. The meeting was attended by 5 companies' representatives. She has made an overall presentation of the tender requirements, specifically focusing on Sections 3, 4 and 6. While *Mr Sergio de Barros, Civil Engineer, UNDP Mozambique/ Health Portfolio*, made a presentation of Section 5. Scope of Works.

The **Section 3: Bid Data Sheet** conditions were highlighted as follows:

- The bid must be presented in Portuguese and English languages. Bidders were encouraged to fill-in the Forms under Section 6 in English language. Documents issued or approved by the national authorities (e.g. Certificate of Business Registration, Financial Balance Sheets, Licenses etc.) copies from originals will be submitted. For international companies, it is advisable to have an unofficial translation into English of all the documents considered relevant for UNDP to be able to establish eligibility and qualification. Notarized approval of translation(s) is(are) not required;

- Incomplete bids or bids for parts of works will not be considered. Bids must be submitted for full quantities required by the ITB and its Annexes under the Lot they are bidding for;
- Bidders were encouraged to attend the site visit to be organized on 03rd August 2022, with a meeting point at **MAVALANE HOSPITAL, MAPUTO CITY (Main entrance)**. Although not mandatory, the site visit will enable potential bidders to identify all site conditions and provide a responsive bid. Mr Sergio de Barros and Alvaro Charria are the focal persons on UNDP side and will meet potential bidders.
- The bids must be valid for a period not shorter than 90 days. This is the period UNDP must take a decision and inform the bidders on the tender results. Bidders were encouraged to keep patience until an e-mail informing on the tender results will be sent;
- **Bidding under this tender require submitting a Bid Security in the value of USD 7,000 (or equivalent in local currency) in a form of a Bank issued Guarantee** as per template under ITB Section 6, Form H.
When calculating the equivalency, please, ensure that the amount in New Metical is not below the value calculated as per UN Operational Rate of Exchange published monthly on <https://treasury.un.org/operationalrates/OperationalRates.php#M>. It may be greater, but not lower;
- **Deadline** for submitting bids is set for **August 15, 2022, 15:00PM Maputo time** or 09:00AM NY time as set in e-tendering. Kindly note that e-tendering reflects the deadlines as per New York time-zone. **In case of discrepancies, the deadline set in e-tendering must prevail;**
- Bids and priced BoQs must be submitted in US Dollars. Also, this will be the currency of the contract and the performance security, while payments to the selected Contractor (if local company) will be made in MZN at UN Operational Rate of Exchange (UNORE) on the day of payment. Usually, UNORE is changing once a month based on average commercial exchange rates registered in the country and is published regularly at <https://treasury.un.org/operationalrates/OperationalRates.php#M> ;
- **When submitting your bids, please, pay attention to the fact that only e-tendering submissions are allowed. For guidance, you may access the video recordings available below:**
<https://www.undp.org/procurement/business/resources-for-bidders>
<https://www.youtube.com/watch?v=Trv1FX6reu8> video instruction on How to register in e-tendering system
<https://www.youtube.com/watch?v=cy34AXsYMrC> video instruction on How to place a bid in e-tendering system

Bids submitted through other means than e-Tendering will be rejected.

Bidders are encouraged to upload PDF format files, free from viruses and not corrupted, having file names not longer than 60 characters and not exceeding 50 Mb size per file. Following these rules will help avoiding difficulties in uploading your bid.

In case, after registering into e-tendering system, **you encounter problems in logging in** with your personal ID and password, as recommended in the video, try first clearing the browser history and cookies, and then try to log in again. If the problem persists, please write to liliana.caterov@undp.org and we'll approach the global ICT Support Service to solve the issue.

In case you encounter problems in accessing some system buttons, please, try using another Internet browser. Just to mention that e-Tendering System is designed for Internet Explorer browser.

In case you are not registered, you may access the system by using ID "event.guest" and password "why2change" in order to view the bidding event and the supporting documents, however, this will not allow you to bid, unless registered.

As e-Tendering is a global UNDP platform solving technical problems takes time, thereby, in order to avoid last minute deficiencies, Bidders are encouraged to access the system and submit their bids well in advance.

- All the clarifications must be submitted not later than 5 days before the tender deadline. In case your questions will be considered relevant for other bidders, the questions, with their respective answers (without disclosing the source of questions) may be published for the use by other bidders. By this the "Fairness, integrity and transparency" procurement principle is respected – all the bidders have access to the same information.
- In case of any updates, amendments or deadline extension the information will be made public on eTendering and websites this tender was advertised <http://procurement-notice.undp.org/> , <https://www.ungm.org/Public/Notice> .

For reference:

<https://etendering.partneragencies.org>

Business Unit: MOZ10

Event ID: ITB022022

An advantage of being registered and expressed interest with this tender on e-Tendering platform is having enabled Notifications which will reach your e-mail automatically shall there be updates or changes with this tender.

- The **expected duration of the contract is 3 Calendar Months**, starting from the date on which the Contractor is given Access to the Site and ending on the date of final completion of Works stated in the Certificate of Final Completion. Defects Liability Period (12 months starting Substantial completion) is covered by the **Performance Security** (Bank issued

Guarantee) required in the value of **10% from contract value**. Performance Security shall be submitted by the contractor within 15 calendar days since signature of contract by both parties and shall be valid for a period not less than 15 months. Only submitting Performance Security at contract award will make the contract effective. **As underlined above, the currency of Performance Security must be the same as the currency of the contract assigned (USD).**

- The **time allocated to the works implementation must stick to 3 months maximum**, they must be completed by 2022-year end. This deadline is set together with the end-user and considering this is Covid19 response action, no delays are allowed. Bidders are encouraged to assess objectively their technical, financial and staff capabilities to respect set timeframe when presenting their bids;
- As allowed by the UNDP Rules and procedures, UNDP may undertake due diligence post qualification actions as defined in ITB Section 2 point 31.

Referring to **Section 4. Evaluation Criteria**, Liliana Caterov underlined that this section reflects the ELIGIBILITY and QUALIFICATION requirements against which bidder's qualification will be established. Mrs Caterov highlighted only few of the requirements:

- As reflected under "Certificates and Licenses" the following document must be presented in order to establish bidders' qualifications:
 - Valid Certificate of Business Registration.
 - Minimum Valid class 5 Construction Company license (Alvará de 5a classe) for civil works.
 - Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country – *this requirement is relevant for Bidders that are branches of foreign companies. In such case they need to prove that their mother company allows them to bid for this tender.*
 - If the bidder is awarded the contract they must agree to follow the local construction regulation requirements for public buildings – *this requirement is applicable to any contractor, regardless is it registered in-country or outside the country.*
- Under the "Previous Experience" criterion the following requirements were highlighted:
 - Minimum documented 5 years of experience in civil engineering/ construction relevant to the scope of this tender.
 - Minimum 3 contracts of similar nature and complexity implemented over the last 5 (five) years in a cumulative value not less than USD 1 MLN equivalent, out of which:
 - At least one contract shall have a value not less than USD 450,000 equivalent.
 - At least one contract shall demonstrate earlier experience in Southern Africa.
 - At least one contract shall include construction of roads or land improvement

works in its scope of work.

- Minimum average annual turnover of USD 1.3 MLN for the last three (3) years, 2019, 2020 and 2021. Audited Financial Statements (Income Statement and Balance Sheet) by a certified public accountant for the financial years 2019, 2020 and 2021 shall be provided as part of the bid.
 - Note that UNDP reserves the right to verify the bidder financial capacity and seek references from the concerned parties & banks on the bidder's financial standing.
- The key-personnel structure is presented under Technical Evaluation category, where are also presented timeframe, subcontracting, endowment and warranty requirements. Referring to the subcontracting requirement ("**The maximum percentage of the Contract value allowed to be Subcontracted under this ITB is fixed at 30% of Contract value.**"), it was underlined that UNDP does not seek contracting a general contractor but rather a contract fully responsible for the works done and which share in works' execution will not be less than 70%. In case, at bid submission stage, the Bidder may foresee that some works will be most probably subcontracted from a third party, and they know the third party supplier, it is advisable to disclose this information. If not disclosed during bid submission, at the time of contract implementation the Contractor is still bound to approve any subcontractors with UNDP prior award, as indicated under point 7 of UNDP General Terms and Conditions for Works (<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>), the share from the total contract value and respectively present the information regarding subcontractor(s).
 - Minimum average annual turnover of USD 600,000 for the last four (4) years, 2017, 2018, 2019 and 2020.

Section 5a: Scope of Works was presented by *Sergio de Barros, Civil Engineer, UNDP Mozambique/ Health Portfolio*, who acknowledged that the 1st phase of the works at Hospital Geral de Mavalane are currently being implemented. They include establishment of a Covid19 center and construction of supporting services for medical staff, chirurgical block and a morgue. This next phase includes the complementary facilities such as waste treatment component, fencing and guard house and complementary works related with external works (roads and parking area, walking ways, external lighting and landscaping).

Mr Barros presented the Layout of the site, the entrance and the areas supposed for reconstruction. Also, he showed the meeting point for the site visit conducted on 03rd August, 2022.

Should bidders have more questions that are missing, they are encouraged to address all the queries in written as specified under ITB.

Mr de Barros also acknowledged that the time-frame is short, 3 months given for completion, and this requirement is also one of the requirements that will serve basis for bidders' qualification.

As with regard to **Section 6. Bidding Forms**, Mrs Caterov made an overview of Forms to be filled

in:

- **Form A** is a self-declaration which states that bidder is not declared bankrupt, has not identified any conflict of interests' situations (as per pt. 4 of Section 2) and that bid will be valid for the required by the ITB period (e.g. 90 days). This form must clearly indicate the ITB number and title, must be signed by the legal representative of the company and duly stamped.
- **Form B** must present the information regarding Bidder and its last section/row lists down the supporting documents to be provided. Bidders were encouraged to follow the same logic when compiling their supporting documents package. Also, bidders were encouraged to use PDF format for presenting such documents, combined logically and dully numbered (in documents' title/name), so that a structure is visible. Bidders were asked to avoid presenting images, especially when a document is scanned page-by-page – they are difficult to read.
- **Form C** must be filled in only if a bid is submitted on behalf of a consortium or association, otherwise it must not be presented. In case of consortium/association Forms B and D must be filled in for each partner.
- **Form D** must reflect the history of non-performing contracts within the last 3 years (if any), the litigation history within the last 3 years (if any), regardless of status (accuser or accused), must list construction sites of similar scope and complexity undertaken within the past 5 years, incl. client and contract details; as well as contracts/works in progress and their estimated delivery date. The Form must also provide prove of bidder's financial standing by presenting relevant information from balance sheets for the past 3 years.
- **Form E** must be filled in so as to provide technical details on the contract implementation stages, risks, time-frame, subcontracting (if the case – since there is a special table provided). In the same form the template for CV of the key personnel is presented. Bidders are encouraged to follow this template when presenting CVs of the key personnel listed under Section 4. Evaluation Criteria. Please, ensure that CVs reflect not only incumbent's qualifications and experience, but also provides names and contact details of at least 2 reference persons who may confirm incumbent's qualifications. UNDP reserves the right to conduct due diligence actions. Please, pay attention to the fact that CV's must be signed only by the referred persons and not bidder's director or administrator.
- **Form F** together with the priced BoQs will form Bidder's Financial Proposal. Both must be calculated in US dollars currency and indicate VAT, while VAT will be part of the contract it will be not paid as allowed by the relevant Government permit (Decreto n 66.2017 Mecanismo Fiscal de Regularização do IVA). However, it will be included in the Contract for record and reporting purposes. UNDP will issue the VAT Certificate to the Contractor for any submitted Invoice. **According to contract provisions, the prices are fixed and are not subject to any variation whatsoever (currency fluctuation, increase of market prices, increase of any taxes etc.), that is why bidders are encouraged to rethink and include all the costs associated with any risks for the implementation of this contract.**
- **Forms G, H and I** are templates for the Bank Guarantees: Performance Bank Guarantee,


Bid Security and Advanced Payment Guarantee.

- **Form J** provides links to the Contract template and UNDP General Terms and Conditions for Works.

II. Questions and answers

No questions were addressed during the meeting.

Issued by

DocuSigned by:

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Name: Liliana Caterov

Title: Procurement Specialist

Date: August 2, 2022