

Procurement of Roof Materials for "Addressing Conflict and Fragility in the Highlands" Project in Hela Province in Papua New Guinea

Reference: ITB-PNG-001-2022

Venue: ZOOM Platform
12:30 PM, PNG TIME on 08 August 2022

Members attended the meeting:

Name	Designation
Rashid Watanpahl	Peacebuilding Specialist, Creating Conditions for Peace & Addressing Conflict & Fragility in the Highlands projects, UNDP
Mr. Ehsanul K Chowdhury	Head of Procurement, UNDP
Mr. Clifford Rodrigues	Procurement on SURGE Support, UNDP
Bidders	Steward Construction Consultants, Heyg International

Mr. Ehsanul Karim Chowdhury from the UNDP Country Office's Procurement Unit welcomed all the participants. Mr. Clifford Rodrigues then highlighted the process and compliances for bid submission. He also explained the following procedures: (a) how to register in UNDP e-Tendering system and (b) how to submit a proposal on e-Tendering; he also provided an outline of the Technical and Financial proposal submission process. It was also emphasized during the meeting that if any bidder wishes to enter into a Joint Venture or Consortium with other bidders, they are welcome to do so, and in order to do that, the bidders need to complete the Joint Venture form, including submission of the Letter of Intent and a formal agreement with the other entities as required by the RFP document. Then Ahmad Rashid Watanpahl explained the technical requirements of the TOR.

The participants were then allowed to ask questions for further clarification about the assignment and bid submission process. Following were the questions asked in the meeting or received through the PNG Procurement email and the responses provided by UNDP.

No	Queries	Responses
1	Share the Word version of the ITB	Please find attached.
2	Bid Security – Instead of a Bank bond signed by the bank, is a signed check from the bidder's bank account acceptable?	No, it is not acceptable. However, alternatively Certified Bank Draft for the mentioned amount, in USD or equivalent PGK, could also be acceptable.
3	Location of delivery: Does the warehouse belong to the Government or a private firm? Where are they located?	Hela Provincial Government Warehouse (Tari, Hela Province) is located in the town close to the airport.
4	Delivery timeframe: If the materials are not in stock with the manufacturer, it will not be possible to deliver the product within 30 days.	Please communicate with the manufacturer prior to submitting the bid to ensure that the raw materials are available.
5	Please note that the 10 ft corrugated roofing sheet quantity is missing in Form F.	Please refer to Section 5a Specifications / Bill of Quantity Page 22, which states as follows

No	Queries	Responses				
		Dimensions	Length	Width	Thickness BMT	Quantity
4.8m (16ft)	760mm		.40mm	2243		
4.2m (14ft)	760mm		.40mm	2244		
3.6m (12ft)	760mm		.40mm	1150		
3.0m (10ft)	760mm		.40mm	50		

Note: Above Clarifications in response to queries raised during the pre-proposal meeting and amendments (if any) shall be an integral part of the ITB document and supersede all provisions as applicable.

Annexs:

- 1. Screenshot of the attendees in the pre-bid meeting**
- 2. Word version of the ITB for the bidder to complete the relevant returnable forms.**

Annex 1: Screenshot of the attendees in the pre-bid meeting

