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**Minutes of the Pre-Bidding Meeting
for ItB_10_2022
Construction of three (3) Community Health Centers in Cabo Delgado-
Mozambique under 3 Lots:
Lot 1 Ntocota (Pemba Metuge District)
Lot 2 Mararange (Montepuez District)
Lot 3 Maurunga (Chiure District)**

as of 09 August 2020, 11:00,

Online via Zoom platform

<https://undp.zoom.us/j/82020215722?pwd=Y0cyS3VYaWhqVVZTRG5Va2hMaU0zd09>

Meting ID: 820 2021 5722

Password: 912138

Agenda:

- I. Presentation of the scope of works
- II. Presentation and description of procedures
- III. Questions and answers

I. Presentation of the scope of works

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. The meeting was attended by 6 companies' representatives. The companies' representatives were encouraged to present themselves in the chat box. Attendees were asked if they are comfortable if the presentation will be conducted in English and the most confirmed they are rather comfortable with Portuguese. Because of this reason it's been decided to give the floor first to *Mr. Victor Buene, UNDP Civil Engineer*, who presented the scope of works subject of this tender.

Mr. Buene underlined that present ITB is aimed at the construction of 3 community health porches in Cabo Delgado Province, 01 porch in Ntocota-Pemba Metuge, 01 porch in Mararange-Montepuez and 01 porch in Maurunga-Ocua-Chiúre. The Community Health Porch Construction Project comprises the Porch (including the Cabinets), Construction of a Elevated water tank,

opening and installation of a high water hole, Construction of a fountain, Construction of a toilet and a wall. The water supply system must be channeled through branches to the fountain, Alpendre and toilets.

One important aspect was mentioned, that in the construction process it will be necessary to first proceed with the geophysical study to locate the potential positive points of water and proceed with the opening of the hole, from there, the implementation of the remaining infrastructures that are part of the constitution of the Project will be carried out.

The locations for the implementation of the Alpenders are open areas and have arboreal and herbaceous vegetation that will have to be cleaned, as foreseen in the bill of quantities.

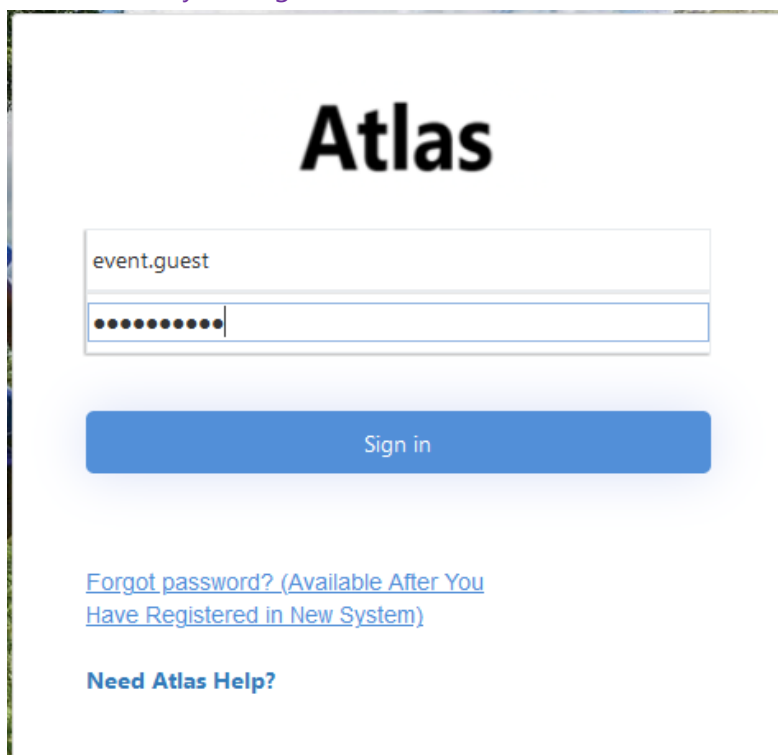
II. Presentation and description of procedures

Presentation started by presenting the option how to view tender event in eTendering system event if Bidder is not registered in the system:

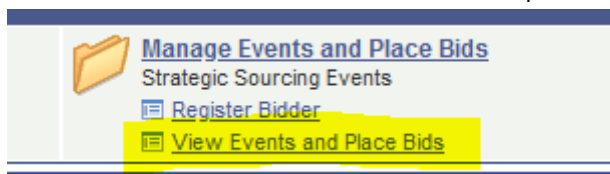
- First step was following the Bid Submission Address: <https://etendering.partneragencies.org>

ID: [event.guest](#)

Password: [why2change](#)



Then select "View Events and Place Bids" option



Use the below filters to view this event:

Business Unit: [MOZ10](#)

Event ID: [ITB102022](#)

Press "[Search](#)" button

View Events and Place Bids

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search:

Event ID:

Event Name:

Event Type:

Event Status:

☒ Include Declined Invitations?

Results Should Include:
☒ Sell Event
☒ Purchase Event
☒ Request For Information

[Manage Saved Searches](#) [Save Search Criteria](#) [Advanced Search Criteria](#)

Search Results				
First 1 of 1 Last				
Event ID	Event Name	Format	Type	End Date
MOZ10-ITB102022	ITB102022 Cabo Delgado 3 Lots	Sell	RFx	17/08/2022 09:00 AM EDT

To view tender, press on "MOZ10-ITB102022"

[Bid on Event](#)

Bidding Shortcuts: [View Bidding Documents](#)

Event Name: ITB102022 Cabo Delgado 3 Lots

Event ID: MOZ10-ITB102022

Event Format/Type: Sell Event RFx

Event Round: 1

Event Version: 1

Event Start Date: 03/08/2022 7:52AM EDT

Event End Date: 17/08/2022 09:00 AM EDT

My Bid Status:

Event Description:
ITB_10_2022: Construction of three (3) Community Health Centers in Cabo Delgado-Mozambique under 3 Lots:
Lot 1 Ntocola (Pemba Metuge District)
Lot 2 Mararange (Montepuez District)
Lot 3 Maurunga (Chiure District)

SCOPE OF WORK is construction of three (3) Community Health Centers in Cabo Delgado-Mozambique in the following locations:
Lot 1 Ntocola (Pemba Metuge District)
Lot 2 Mararange (Montepuez District)
Lot 3 Maurunga (Chiure District)

Pre-Bid conference will be conducted online:

Date and time: August 09, 2022, 11:00 AM Maputo Local Time
Venue: Online, link: <https://undp.zoom.us/j/82020215722?pwd=Y0cyS3VYaWhqVVZTRG5Va2hMaU0zd09>
Meeting ID: 820 2021 5722

Contact: Liliana Caterov

Phone:

Email: liliana.caterov@undp.org

Online Discussion:

Live Chat Help:

Payment Terms: Net 30

My Bids: 0

Edits to Submitted Bids: Allowed

Multiple Bids: Not Allowed

Display: <input type="text" value="All Lines"/> <input checked="" type="checkbox"/> Bid Required <input type="text" value="Line Comments/Files"/>				
Find View All First 1-3 of 3 Last				
Line	Description	Unit	Requested Quantity	Status
1	Civil engineering - Lot 1 Ntocola (Pemba Metuge District)	EA	1.0000	
2	Civil engineering - Lot 2 Mararange (Montepuez District)	EA	1.0000	
3	Civil engineering - Lot 3 Maurunga (Chiure District)	EA	1.0000	

[Return to Event Search](#)

Under “[View Bidding Documents](#)” you may find, access and download the tender document and its Annexes.

Event Header Comments and Attachments

Event ID: ITB102022

Enter Comments

First 1 of 1 Last

Comments:

When preparing your bid, please, be guided by the tender document and its Annexes presented below.

When preparing your priced bid, please, use the relevant Annex 3 Excel file, depending on the Lot you bid for. When submittn your priced BoQ, kindly submit both versions: i) duly signed PDF and ii) in Excel format for easy verification of calculation accuracy.

When pricing the Lots in the system, please price with 0 (zero) the Lot you are not bidding for and include the GRANDE TOTAL value for the Lot you bid (final and all inclusive price incl. VAT and contingencies).

First 1-12 of 12 Last

Attached File	Attachment Description
1 ITB_10_2022_Civil_Works_Cabo_Delgado_signed.pdf	Tender document
2 Section_6_-_Bidding_Forms.docx	Section 6 - Bidding forms
3 Annex_1_TOR_-_Work_Construction_of_CHC-3_locations.pdf	Annex 1 - Terms of Reference
4 Annex_2_Concept_Design_Cabo_Delgado.pdf	Annex 2 - Concept Design
5 Annex_3.1_BoQ_Lot_1_Ntocota-Metuge.xlsx	Annex 3.1 - Bill of Quantities in L
6 Annex_3.2_BoQ_Lot_2_Mararange.xlsx	Annex 3.2 - Bill of Quantities Lot
7 Annex_3.3_BoQ_Lot_3_Maurunga.xlsx	Annex 3.3 - Bill of Quantities in L
8 Annex_4.1_Technical_Specifications_for_CHC.pdf	Annex 4.1 - Technical Specificati
9 Annex_4.2_Technical_Specifications_for_Water_Supply_System.pdf	Annex 4.2 - Technical Specificati
10 Annex_4.3_Technical_Specifications_for_Sanitation.pdf	Annex 4.3 - Technical Specificati
11 ITB102022_Cabo_Delgado_3_Lots.xml	Event Bid Package
12 ITB102022_Cabo_Delgado_3_Lots.pdf	Event Details

OK

Cancel

It's been underlined that accessing eTendering through even.guest ID allows only viewing and downloading tender documents, however, it does not allow bidding. In order to place your Bid, the Vendor need be registered with eTendering system. In the announcement are left useful links for bidders:

“For eTendering guidance please, consult [Resources for Bidders](#):

<https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html> - links to the same resources as below are given, but in the 6 languages of UNDP operation (English, French, Spanish, Russian, Chinese, Arabic)

<https://www.youtube.com/watch?v=Trv1FX6reu8> Video Guide on How to Register a Bidder Profile on eTendering

<https://www.youtube.com/watch?v=cy34AXsYMrC> Video Guide on How to Submit a Bid on eTendering”

After which, Ms Caterov made an overall presentation of the tender requirements, specifically focusing on Sections 3, 4 and 6.

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;
- The site visit is not planned to be organized as there are 3 sites and it's difficult to organize such visits, however, all 3 sites coordinates, their condition and facilities in place were duly described in Annex 1 Terms of Reference.
- 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 2,000 (or equivalent in local currency)/for each Lot. Such Security need be issued in a form of a Bank issued Guarantee** as pe template under ITB Section 6, Form H. Please, note that UNDP does not accept Guarantees issued by Insurance Companies.
Bid Security (Garancia provisoria) may be submitted either in USD or MZN. If it is submitted in MZN, please, ensure that the amount in New Metical is not below the value calculated as per UN Operational Rate of Exchange (UNORE) published monthly on <https://treasury.un.org/operationalrates/OperationalRates.php#M>. It may be greater, but not lower. Kindly note that UNORE changes twice a month;

(this section was translated to attendees into Portuguese also)

- **Deadline** for submitting bids is set for **August 17, 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 twice 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>

BoQs need also calculate VAT value, however, even being part of the contract, it will not be paid to Contractor, as allowed by the relevant Government permit (Decreto n 66.2017 Mecanismo Fiscal de Regularização do IVA). It will be recorded in the Contract for reporting purpose. UNDP will issue the VAT Certificate to the Contractor for any submitted Invoice.

- **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 eTendering System is designed for Internet Explorer browser.

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.

Bidders were encouraged to register with eTendering well in advance and express their interest with this tender so they can be notified if any changes to this event occur.

- All the clarifications must be submitted not later than 5 days before the tender deadline to liliana.caterov@undp.org with copy to procurement.mozambique@undp.org . 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-notices.undp.org/> , <https://www.ungm.org/Public/Notice> .

For reference:

<https://etendering.partneragencies.org>

unregistered users may use the following ID and password:

ID: [event.guest](#)

Password: [why2change](#)

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 (issued in the currency of the contract)**. Performance Security shall be submitted **by the contractor** within 15 calendar days since contract signature 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 4 Construction Company license (Alvará de 4a 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.
 - Minimum 3 contracts of similar nature and complexity implemented over the last 5 (five) years in a cumulative value not less than USD 300,000 equivalent, out of which:
 - At least one contract shall have a value not less than USD 100,000 equivalent.
 - At least one contract shall demonstrate earlier experience in Southern Africa.
 - At least one contract shall include construction of water supply and fotovoltaic systems.
 - Minimum average annual turnover of USD 300,000 for the last five (5) years (2017-2021). Audited Financial Statements (Income Statement and Balance Sheet) by a certified public accountant for the financial years 2017- 2021 shall be provided as part of the bid.
 - **Note** that UNDP reserves the right to verify the bidder financial capacity to cover all the current commitments together with the contract suggested for award. UNDP reserves the right to reject any whom investigations reveal is not financially capable to cover all its current commitments and present serious risks for the contract implementation.
- 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 UDNP 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).

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 duly 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 proof 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 not be 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

Question 1: Is bank guarantee mandatory to be presented while submitting bid? Or it may be presented by contractor at award?

Answer: According to tender document, there are 2 Bank Guarantees and both mandatory:

1. **Bid Security (*Garantia provisória*)** is a bank issued Guarantee (issued by a reputable bank not by Insurance Company, UNDP does not accept guarantees issued by Insurance Companies).

Without Bid Security the bid will not be evaluated.

The copy of Bid Security need be submitted in eTenderign system when uploading your bid and the original shall be presented to UNDP within 10 days since tender deadline:

6	13	Bid Security	<p>Required in the amount of USD2,000 for each Lot (kindly note Bid Securities need be submitted for each Lot separately and indicate the Lot No. they refer to)</p> <p>Acceptable Form of Bid Security</p> <ol style="list-style-type: none">a. Bank guarantee issued by a reputable bank (See Section 6 FORM H for template)b. A scanned copy of the bid security shall be submitted as part of the e-Tendering bid submission. The original of the Bid Security shall be delivered to any of the below addresses not later than 10 days after the submission deadline. Failure to do so will lead to bid disqualification. <p>UNDP Mozambique, Pemba Suboffice, Av. Marginal NR 2149, Pemba-Mocambique</p>
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DS
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ope ID: D1EA909A-322C-421C-A4A9-F64E3A9D6EDD

			<p>UNDP Mozambique, Av Kenneth Kaunda, 921/931, Maputo Cidade, Mocambique</p> <ol style="list-style-type: none">c. The Bid Security shall be valid for a period of 120 calendar days since tender deadline.
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Bid Security is aimed to secure the back of UNDP ensuring that selected bidder will not withdraw

their bid at the moment of award or otherwise UNDP will release the Guarantee.
After the completion of evaluation and contract award all the Bidders are informed on the tender results and invited to take back their Bid Securities from UNDP office.

2. The other Bank Guarantee to be submitted at the moment of contract award by the selected contractor is **Performance Guarantee (*Garantia definitiva*)** to be issued on UNDP template (ITB Section 6 Form G) and meet the following requirements:

9	40	Performance Security	Required in the amount of 10% of the contract amount in Form of: a. Bank guarantee issued by a reputable bank. b. Should be submitted within 15 days upon issuance of letter of intent/contract. c. The proceeds of the Performance Security shall be payable to UNDP as a compensation for any loss resulting from the Contractor's failure to complete its obligations under the contract. d. The Performance Security shall be denominated in the currency of the contract valid for a period of 15 months. The period of 15 months includes 3 months necessary for works' completion and 12 months of Defects Liability Period.
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Issued by



Name: Liliana Caterov
Title: Procurement Specialist
Date: August 12, 2022