

Minutes of Pre-bid vendors site meeting/conference in Ciforo Sub County

Venue: Ciforo sub county (market site) on 14th Sept 2022

Agenda

1. Prayer
2. Introduction
3. Welcome remarks by the LC3 Chair
4. Remarks from UNDP
5. Open discussion
6. Engineer's remark
7. Move to the site
8. Discussion at the site
9. Closer

Min01/14/09/2022: a short prayer was led by a member to open the meeting.

Min02/14/09/2022: self-introduction was done all members present.

15 companies participated

s/n	Number of companies	Head office	Field Office
1	06	Kampala	Adjumani
2	01	Kampala	Arua
3	05	Kampala	Kampala
4	01	Kampala	Moyo
5	01	Kampala	Gulu
6	01		Mukono
total	15		

There were 02 participants from UNDP, 02 from the DLG and 02 from the sub-county.

Min03/14/09/2022: Remarks from the LC3 – He welcomed all members to Ciforo Sub County saying the sub county has 5 parishes and 25 villages. Ciforo is blessed to receive this support for market construction from UNDP. The site for the market has been allocated by the sub county and visited by a team from the district, sub county and UNDP. This is the day the sub-County has been waiting for. The LC3 chair cautioned the constructors against doing shoddy work. He thanked all the various construction companies for turning up for the site visit, wishes them good luck and looks forward to working with the one that will be successful.

Min04/14/09/2022: Remarks from UNDP - the UNDP Area Manager Northern encouraged the constructors to write their contacts clearly for follow up communication in case it's necessary. The Uganda refugees and host community empowerment project is a multi-year project which will end next year December. Its objective is to improve the economic empowerment of communities with an emphasis on women and youth in refugee hosting communities. This is achieved by strengthening economic capacities of women in refugees and host communities through livelihood opportunities (establishing

businesses, business grants, skills training and value chain development) and gender transformative programming using the UNDP 3x6 approach. There is an aspect of market space creation or construction under the component of value chain development to provide environment to businesses to thrive.

All documents relating to the bidding process are online however, it's important to emphasize a few points as below:

Bid security – Is equivalent of a dollar and needs to be transferred into the account. The bid security document should be scanned and submitted, and e-copy submitted together with tender documents through e-tendering and a hard copy be submitted to UNDP country office in Kampala only. No bid should be submitted by email. The deadline for bid submission is 25 Sept 2022 at 4:30pm. The tender should be addressed to the procurement associate. The Area Manager encouraged the constructors to submit their bids early, not wait at the last moment and they should have confidence in the system because no one can open the submitted documents until the deadline has clocked.

Min 05/4/09/2022 Remark from the District Engineer

Welcomed and thanked the bidders for showing interest in this process. Pre bid meeting is a very important procurement process as it clarifies and provides answers to any queries raised by the bidders. it's a race and encourages all the push to till the end. He pointed that; he expects that all have received the bid document to be able to raise the technical questions. It's important to note the bid security and thanked UNDP for classification and provision of the plot to deposit the original document at its head office in Kampala-Yusuf Lule Road. Added that, all the forms are there, urged constructors to submit the quarries in time and to be responded to at least 05 days before the closing date

Concluded that, the district encourages quality work is done, genuine specification used in the Ministry of Works which they can check on online to help respond better and need to come out with work schedule that shall be used to check the daily project performance.

Min06/14/09/2022: Open discussion (Questions from the constructors)

1. What if someone opens the submitted bids and informs other competing constructors?
The UNDP system is secure, no one can access the documents before deadline.
2. The bid security is in USD. What if the company does not have USD account?
You need to transfer the money in USD, the bank can always do that or Ugx Equivalent
3. Closing date is mentioned but not the time of closer, can you clarify?
The bid submission will close on 25 Sept 2022 at 4:30pm.
4. To whom should the bids be address?
To the Procurement Associate.
5. What is the defect liability period of the project?
The proposed defect liability should be the 6 months same for the government
6. Should the bid security document be submitted hard copy on Kampala?
Both soft and hard copy, bid security document should be scanned and e-copy submitted together with tender documents through e-tendering and a hard copy be submitted to UNDP country office in Kampala only.

Min06/14/09/2022: District Engineers remarks

- BOQ – Do the BOQ on all items, add the 5% contingency and the team will do the arithmetic checks.

- The expected date of commencement us 1st November 2022
- The proposed defect liability should be the 6 months same for the government
- The validity period (expected duration of the contract) is 05 months.
- The district engineer advised the constructors to be truthful and submit authentic documents because all documents will be verified. Put a smart bid and try to work concurrently in order to finish work on time.
- The reason for visiting the site is also to acquaint yourself with local environment, site, find out information on prices of bricks, the distances of the nearest sand, payment for local workers etc.

Min07/14/09/2022: All the attendants of the meeting moved to the proposed market site.

Min08/14/09/2022: Discussion at the site

Question: the external layout of the project is not clear e.g. the People with Disability (PWD) ramp drawing is not certain, no rain water collection point indicated, no floor finishing type indicated, drainage direction not clear, Stall structural element especially the inside finishing not indicated.

Response:

- The external lay out does not affect bidding.
- Levels and finishes will be guided as work goes on.
- Rain-water disposal is included/factored in.
- Slab finishes for the market is factored in.
- All should be costed as an item

The proposed access road was shown for the constructors i.e. North (Onigo-Agojo road) – South road (main road), East (Adjumani S.S) to West road (St Veronica Nursery/Primary school); these roads will meet at the market.

Min09/14/09/2022: The meeting was attended by 15 companies. After clarification of all questions raised the meeting was adjourned.

Annex 1:

Attendance list



Attendance pre bid
meeting 14-Sep-2022

Report prepared, reviewed, and approved by:

1. Teria Joan Gabbu-UNDP- National Field Coordinator
2. Florence Ochola-UNDP-Area Manager-Northern
3. Afayo Nick-District Engineer-Adjumani DLG