

Minutes of the pre-bidding conference MyITB2022-005 The Proposed Design, Construction and Completion of the I.D Renovation Works for The Expansion of United Nation Malaysia Office at Level 9, Menara PJH, Lot 2C2, Precinct 2, Putrajaya.

Place: ZOOM

Date: 21 September 2022

Time: 2:30 to 3:30 (GMT+8)

Panel from UNDP Malaysia:

- a. Ms. Laine Liew, Operations Associate, UNDP
- b. Ms. Nur Liana Binti Jamaludin, Administrative Assistant, UNDP

I. Introduction

UNDP Operations team welcomed all meeting participants. She then briefed all bidders that the purpose of this meeting is to help the bidders to fully understand the key requirements in the ITB. Bidders can raise queries through Questions and Answers session. This meeting is not a pre-requisite for application. Those who missed or unable to attend this meeting can still submitted their proposal.

Minutes of this meeting will be posted on ATLAS etendering, UNDP websites and UNGM, so all bidders (including those who were unable to attend) can download for reference.

In case any bidders have queries after the pre-bid meeting, the bidders should send queries to the contact details indicated in the ITB.

Below are some key notes on preparing and submitting the bid:

1. Preparing proposal:

- Proposal validity: 90 days from submission deadline
- Please refer to the evaluation criteria in the Section 4 for UNDP requirements while preparing proposal and ensure all essential documents are included in the bid. Bidders should provide in their proposal's relevant information, proof/evidence they have for each criterion.
- The proposal should be submitted in the templates provided in Section 6: Returnable Bidding Forms/ Checklist. Bidders should follow templates.
- Currency of the proposal is Ringgit Malaysia, should the company submit the proposal in different currency, UNDP has right to apply UN Exchange rate effective deadline of the submission. The UN Exchange rates are available by following link: <https://treasury.un.org/operationalrates/OperationalRates.php>
- Failure to accept UNDP General Terms will lead to disqualification of the company.
- Partial Quotes is not permitted.
- UNDP will award the contract to one and only one Service Provider.
- Site visit is schedule on 26 September 2022. Please register with us at procurement.my@undp.org for the schedule.

2. Bid submission:

- Submission deadline: Friday, 30 September 2022, 12:00AM (EST). For eTendering submission – as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
- Only electronic submissions via Atlas e-tendering will be accepted.
- Please note that paper-based or email proposals will not be accepted.
- It is sole responsibility of Supplier to ensure timely and correct submission of proposals. Any submission after the deadline will be rejected.
- The submission should be supported with additional documents confirming qualification of the company and other criteria, please refer for details to Section 4 checklist.
- All Forms must be submitted using the Supplier official letterhead and should be properly signed and stamped by authorized person.

3. Evaluation of proposals:

- Evaluation criteria provided in Section 4 of the tender document.
- The evaluation reviewed based on a non-discretionary “pass/fail” method

4. Financial proposals:

- The financial proposal shall be provided based on the items listed Bill of Quantities (BOQ)

5. Questions/ Answer Session:

At the end of this presentation, there were some questions from participants and these were clarified as below:

#	Query	Answer
1	For the submission time, it is Friday 12 am or 12 pm?	12:00 am for EST time zone.
2	Do all participants need a GBI (Green Building Index) certification for this project?	The building itself is GBI Gold certified. The successful company will need to adhere to GBI requirements while performing the work.
3	This is the design build contract?	Yes. The specification should meet the minimum or equivalent.
4	The layout is confirmed by UNDP.	The layout is fixed, and all bidders should design based on the Master layout. The CAD file will be posted at Atlas E-tendering.
5	Any specific based building contractor that we need to work with?	No. This building only has Facilities Manager Contractor and Properties Management Department. Contractor can engage any building contractor.
6	In terms of the design and the specification, any noise reduction rate?	Standard decimal, which is 30dBA to 40 dBA decimals in the office area.
7	Is the Bid security for the tender submission refundable?	Yes, it is refundable to the vendors.
8	Bank Guarantee for the advance needs to be submit with the tender submission?	During bidding exercise, only Bid Security is required.

9	Do we need to follow the layout, or we can change it?	Bidders are advised to follow the Annex 1: Master Layout Plan provided at the tender document.
10	Any guidelines for the renovations?	Yes, please refer to the <i>“Fit Out and Renovation Guideline Summary”</i> posted at Atlas E-tendering, Procurement Notice and UNGM site.
Optional Requirements (Please provide quotation as optional based on the below requirement)		
1	Security system requirement?	There're two security features that require cabling works:- <ul style="list-style-type: none"> • 3 CAT 6 cables for CCTV • 1 CAT 6 cable for Door Access
2	Is there specification for the workstation & carpet?	Build, design and construction of the workstation and carpet is not within the BoQ. The selected contractor is require coordinating with the workstation vendor selected by UNDP accordingly. The workstations are <u>8 ft x 8ft</u> or <u>8ft x 12ft</u> and the requirement from bidders is to do minor work such as 4 power plugs, 1 USB and *1 Cat 6 (RJ45) to the workstation. *Optional items
3	Others	As an optional quotation, bidders should provide:- <ul style="list-style-type: none"> • 2 x CAT 6 cable from Level 10 IT room to Level 9 • 56 x CAT 6 (RJ45) workstations • Entrance door as Firestop wall • For pantry, please quote:- <ul style="list-style-type: none"> ○ Table top for dining ○ Cabinet design to store 200L Refrigerator, microwave, water inlet for table top water dispenser and sink ○ Grease trap for sink • Row of Full height cabinet located next to the Utility room.

Notes:

1. Minutes of the meeting will be posted on the website. UNDP procurement notices and all relevant tender information will also be posted on the following portals:
 - a. UNGM: <https://www.ungm.org/Public/Notice/182566>
 - b. PSO: https://procurement-notices.undp.org/view_notice.cfm?notice_id=95682

2. Questions on tender can be sent in writing to procurement.my@undp.org before 5 days to bids submission deadline.
3. Bidders is allowed to participate in the tender even though you missed the pre-conference session.

The meeting completed at 3.30pm This minute will be posted on website for an easy access.

Useful information/links:

UN exchange rate: <https://treasury.un.org/operationalrates/OperationalRates.ph>