

**United Nations Office for Project Services**  
**Ethiopia Multi Country Office (EMCO) – Ethiopia Office**  
**Clarification Meeting Minutes**  
**Meeting Reference: 01/PQ/2020/16511**

**Date:** November 26, 2020  
**Time:** Started at 10:30 A.M to 11:45 A.M (in the morning)  
**Venue:** Virtual through Google Meet  
**Works Description:** PRE-QUALIFICATION of GC/BC GRADE I TO GRADE IV Contractors for Construction of Works in Two City Administrations and All Regional States in Ethiopia  
**IFA Reference:** PQ/2020/16511

No.	Agendas
	<p><b>Agendas:</b></p> <ul style="list-style-type: none"> <li>▪ Attendees registration</li> <li>▪ Introduction of UNOPS team</li> <li>▪ Introduction of participated prospect applicants</li> <li>▪ Stages of Vendors/Contractors Pre-Qualification/Shortlisting</li> <li>▪ UNOPS Eligibility and Formal Requirements</li> <li>▪ Presentation on Returnable Schedules as part of Technical Requirements</li> <li>▪ Question and Answer Session</li> </ul> <p><b>Bidders/Representative Attendance:</b></p> <ul style="list-style-type: none"> <li>▪ 5 representatives from prospect Applicants/Contractors attended the clarification meeting (<a href="#">pls refer the duly signed Clarification Meeting Attendance Sheet attached hereto as Annex 1, those virtually attended are indicated as virtual attendance</a>). Representatives were from the following prospect applicants/Construction companies:               <ol style="list-style-type: none"> <li>1. Teshager Gebremedhin from Ziquala Construction Plc</li> <li>2. Medhanit Gerawork; Office Engineer; Menber Construction PLC</li> <li>3. Getachew Tufa</li> <li>4. Ephrem Getachew; Engineering Department Head; Jambo Construction Company</li> <li>5. Kalkidan Sintayehu; Office Engineer; Dawit Emiru Building Contractor</li> </ol> </li> </ul>
<b>I</b>	<p><b>Discussions:</b></p> <ul style="list-style-type: none"> <li>▪ The Clarification Meeting started at 10:40 AM until interested applicants join the virtual meeting. The Infrastructure Project Team Leader on behalf of UNOPS Ethiopia Multi Country Office (EMCO) expressed his gratefulness to prospect Applicants/Contractors for responding to the Vendor Prequalification clarification meeting invitation and shared their respective time with UNOPS;</li> <li>▪ UNOPS representatives were given the chance to introduce themselves. Attendants from UNOPS were the Infrastructure Team Leader; Senior Programme Manager and Lead Civil Engineer from the Infrastructure Team; Procurement Associate and Infrastructure Procurement Officer. Accordingly, prospect applicants' representatives were also given the chance to introduce themselves and the respective company they represented. However, it was noted that Getachew Tufa could not be heard which construction company he represented hence stated only his name in this minutes.</li> <li>▪ Once the introduction became over, UNOPS representatives presented major Pre-Qualification</li> </ul>

Formal, Eligibility, technical and documentations requirements ([pls refer Clarification Meeting Presentation attached hereto as Annex 2](#)) on the following major technical and tender document discussion outlines:

- General Prequalification Information
- Overview on the Scope of the Works (SOW)
- Scope of Infrastructural Construction
- Stages of Vendors/Contractors Pre-Qualification/Shortlisting
- UNOPS Eligibility and Formal Requirements
- Technical Requirements: "Returnable Schedules" submissions
- Proposed Key Personnel Submission Form (in Excel and PDF)
- Essential Equipment / Construction Machineries Requirements (in Excel and PDF)
- Suggested Files Name for "Returnable Bid Schedules"
- During the discussion, the following issues were given special emphasis to applicants to ensure complete application in response to this Vendor Pre-Qualification Invitation:
  - Prequalified contractors may be engaged and complete construction and/or renovation works
  - It may include various types of buildings, bridges, dams (ranges from earth-fill dams to Concrete Dams), and roads (ranges from earthen roads to Bituminous roads).
  - The civil works may also include site work facilities such as fencing, pavement, security and powerhouses, water reservoirs, septic tanks and ancillary buildings all necessary for the intended operations
  - Applicants must ensure they have submitted renewed business License and VAT Certificate for 2019 GC (2012 EC)
  - Contractors must have renewed Certificate of Competence for the GC/BC category of GRADE I to IV
  - UNOPS will use a two (2) stage national open competitive bidding as described below.
- 1. The First Stage is the pre-qualification of contractors, wherein UNOPS will assess Applicants against predetermined criteria and only Contractors which meet the established criteria will be invited to upcoming tenders in Addis Ababa, Dire Dawa City Administration and/or all the ten Regional States in Ethiopia
- 2. The Second Stage is the issuance of Invitation to Bid (ITB) to all Pre-qualified/Shortlisted Contractors which have met the started criteria set out in this Invitation for Prequalification (IFP)
  - Applicant uploaded the Last Three (3) Years Audited Financial Statements i.e., 2019/20 GC, 2018/19 GC and 2017/18 GC (its Equivalent Ethiopian Budget Year Financial Statements)
  - Applicant has a minimum of five (5) of practical experience in construction and satisfactorily completed at least three (3) equivalent construction projects in the last five (5) years
  - Equivalent construction projects will be considered in terms of construction projects with a minimum value of ETB 25 million and applicant's involvement as a prime contractor.
  - Applicants were notified that UNOPS will dedicate Evaluation Team to confirm site visits of Applicant's Office and Completed/undergoing constructions confirmed that the Applicant's organizational, construction machineries/equipment capabilities
  - Applicants must have an average minimum annual turnover of the company for the last three (3) years shall be at least ETB 40 million

	<ul style="list-style-type: none"><li>▪ Applicants must proposed key personnel in seven area of specialization and attach CV's of experts who meet UNOPS minimum educational, experience and training requirements</li><li>▪ An Applicant must demonstrate adequate ownership or Memorandum of Understanding (MoU) with a given Construction Equipment &amp; Machineries Service Provider(s) to avail the minimum required Assets and/or Construction Machineries listed under Schedule 8 upon Works Contract Issuance. Applicants were also advised these listed equipment are indicative and for Contractors Prequalification Evaluation purpose. Shortlisted/Prequalified Construction Companies shall deploy sufficient equipment as required when formal ITB/RFQ/RFP bid floated in the future</li><li>▪ UNOPS representatives advised that applicants must ensure complete documetnations are uploaded before sumitting on eSourcing platform. These include but not limited to <b>13 Returnable Schedules; Renewed Legal documents; CoC, VAT/Tax Certificate; Certificate of Competence (CoC) for GC/BC From GRADE I to IV; Audited Financial Statements for the last three years; fill out DRiVE and duly signed at least three (3) Certificates of Satisfactory Completion from respective Clients</b></li><li>▪ At last prospect applicants' representatives were given the opportunity to ask questions on either the technical and/or IFA document. All participants confirmed that the presentation was clear.</li></ul>	
<b>II</b>	<b>Bidders' Requests</b>	<b>UNOPS Clarifications</b>
<b>1</b>	<ul style="list-style-type: none"><li>▪ N/a</li></ul>	<ul style="list-style-type: none"><li>▪ N/a</li></ul>

The meeting was adjourned at 11:30 AM

Enclosures://

*Annex 1 Duly Signed PQ Clarification Meeting Attendance Sheet*

*Annex 2 Clarification Meeting Presentation*





**WORK  
PREQUALIFICATION**

**Clarification Meeting  
PRE-QUALIFICATION of GC/BC GRADE I  
TO GRADE IV Contractors for Construction  
of Works in Two City Administrations and  
All Regional States in Ethiopia**

**PQ Ref.: PQ/2020/16511**

**Venue: Google Meet / Virtual**

**Time: 10:30 A.M to 11:45 A.M (Addis Ababa Time)**

**Date: November 26, 2020**

**Addis Ababa Ethiopia**



**Contractor  
Pre-qualification**



# Clarification Meeting Presentation Outlines

- General Prequalification Information
- Overview on the Scope of the Works (SOW)
- Scope of Infrastructural Construction
- Stages of Vendors/Contractors Pre-Qualification/Shortlisting
- UNOPS Eligibility and Formal Requirements
- Technical Requirements: “Returnable Schedules” submissions
- Proposed Key Personnel Submission Form (in Excel and PDF)
- Essential Equipment / Construction Machineries Requirements (in Excel and PDF)
- Suggested Files Name for “Returnable Bid Schedules”
- Questions and Clarifications Session

## General Tender Information

- ❑ This is an Invitation for Prequalification (IFP)
- ❑ Description of the Application: **PRE-QUALIFICATION of GC/BC GRADE I TO GRADE IV Contractors for Construction of Works in Two City Administrations and All Regional States in Ethiopia**
- ❑ Application Reference: **PQ/2020/16511**
- ❑ Application Posting Date: **November 18, 2020**
- ❑ Deadline for Clarification: **December 7, 2020 @ 9:00 UTC**
- ❑ Application Closing Date: **December 10, 2020 @ 12:00 UTC**
- ❑ **Evaluation Criteria:** reflect the information being requested in the Returnable Schedules. Some of the Returnable Schedules are marked as '**Pass / Fail**', whereas other schedules are marked as '**Check and Clarify**'. If a bid fails a "**Pass/Fail**" criteria they are ineligible and require no further evaluation.

# Scope of Infrastructural Construction

- Prequalified contractors may be engaged and complete construction and/or renovation works
- It may include various types of **buildings, bridges, dams** (ranges from earth-fill dams to Concrete Dams), and **roads** (ranges from earthen roads to Bituminous roads).
- The civil works may also include site work facilities such as **fencing, pavement, security** and **powerhouses, water reservoirs, septic tanks** and **ancillary buildings** all necessary for the intended operations
- Legible Contractors must fulfil the following:
  1. **Registered in Republic of Ethiopia**
  2. **Contractors must have renewed Certificate of Competence for the GC/BC category of GRADE I to IV will be considered**



## Stages of Vendors/Contractors Pre-Qualification/Shortlisting

- UNOPS will use a two (2) stage national open competitive bidding as described below.
- i. **The First Stage** is the pre-qualification of contractors, wherein UNOPS will assess Applicants against predetermined criteria and only Contractors which meet the established criteria will be invited to upcoming tenders in Addis Ababa, Dire Dawa City Administration and/or all the ten Regional States in Ethiopia
- ii. **The Second Stage** is the issuance of Invitation to Bid (ITB) to all Pre-qualified/Shortlisted Contractors which have met the stated criteria set out in this Invitation for Prequalification (IFP)



# Tender eSubmssion

□ The IFP document can be accessed by clicking the following link:

<https://www.ungm.org/Public/Notice/118095>

PRE-QUALIFICATION OF GC/BC GRADE I TO GRADE IV CONTRACTORS FOR CONSTRUCTION OF WORKS IN TWO CITY ADMINISTRATIONS AND ALL REGIONAL STATES IN ETHIOPIA

UNOPS

PRE-QUALIFICATION of GC/BC GRADE I TO GRADE IV Contractors for Construction of Works in Two City Administrations and All Regional States in Ethiopia
Request for pre-qualification
Express Interest

Reference: PQ/2020/16511  
Beneficiary country(ies): Ethiopia  
Registration level: Basic  
Published on: 18-Nov-2020  
Deadline on: 10-Dec-2020 12:00 (GMT 0.00) Western Europe Time, London, Lisbon, Casablanca

Description

**Tender description:** The United Nations Office for Project Services (hereinafter "UNOPS") invites you to submit documents for Pre-qualification in English, for the **Pre-qualification of Construction Companies under the CATEGORY of GC/BC GRADE ONE TO FOUR which are actively operating in Republic of Ethiopia.**

This **Pre-qualification** is a formal method of assessing a Construction Company against a set of pre-determined criteria. This process is related to upcoming infrastructural projects which UNOPS Ethiopia Office will engage with its partners in the coming years. Please note that a pre-qualification will be valid for a maximum of two years..

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IMPORTANT NOTE: Interested vendors **must respond to this tender using the UNOPS eSourcing system**, via the UNGM portal. In order to access the full UNOPS tender details, request clarifications on the tender, and submit a vendor response to a tender using the system, vendors need to be registered as a UNOPS vendor at the UNGM portal and be logged into UNGM. For guidance on how to register on UNGM and submit responses to UNOPS tenders in the UNOPS eSourcing system, **please refer to the user guide and other resources available at: <https://esourcing.unops.org/#/Help/Guides>**

Interested in improving your knowledge of what UNOPS procures, how we procure and how to become a vendor to supply to our organization? Learn more about our free online course on "Doing business with UNOPS" [here](#)

Documents
Contacts
Links
UNSPSC

20-11-16 - 1 - PQ\_Section I Instructions to Applicants.pdf  
20-11-16 - 2 - PQ\_SoW and Returnable Schedules Submission Instruction.pdf  
20-11-16 - 3a - PQ\_Section II Returnable Schedule -PREQUAL for GC/BC GR I TO IV.docx  
20-11-16 - 3b - Key Personnel and Essential Equip. Annexures - Section 4 ReturnableBidSchedules.xlsx  
20-11-16 - 4 - DRIVE Supplier Sustainability Questionnaire - Contractors PreQualification.xlsx

## UNOPS Eligibility and Formal Requirements

- Applicant **shall not be eligible** to be shortlisted in this PQ process if at the time of creating the shortlist, the Applicant/Contractor is included in:
  - The Ineligibility List, that aggregates information disclosed by UNOPS and other Agencies, Funds or Programs of the UN System;
  - UN/PD's suspended and removed vendors list;
  - The Consolidated UN Security Council Sanctions List, including the 1267/1989 list;
  - The World Bank's ineligibility lists.
- **Returnable Schedule 1 - Form of Application:** Form filled, signed and stamped
- **Returnable Schedule 2 - Applicant's Detail:** Form filled, signed and stamped
- Applicant has submitted PQ Application **written in English**
- Applicant has Renewed Business License for **2020 GC (2012 EC)** and Tax Registration Certificate(s) from appropriate Government Authority
- Applicant registered in **Federal Republic of Ethiopia** by authorized Government Entity to engage in Construction Works
- Applicant uploaded the **Last Three (3) Years Audited Financial Statements** i.e., 2019/20 GC, 2018/19 GC and 2017/18 GC (its Equivalent Ethiopian Budget Year Financial Statements)

## UNOPS Eligibility and Formal Requirements

- Applicant submitted GC/BC FROM GRADE ONE TO FOUR CATEGORY Certificate of Competence (CoC)
- The Applicant must demonstrate its ability to complete high quality works by attaching **at least three (3) duly signed letter of Satisfactory completion** preferably from clients such as UN Agencies, International NGOs, Multinational companies, etc.
- Applicant has submitted duly Fill out **DRiVE Supplier Sustainability Questionnaire**
- Applicant has submitted one or more of documents to demonstrate its commitment and embedding **sustainability into its own operations as well as Construction projects.**

## Returnable Schedules

- Prospect Bidders/Contractors shall return the following stamped and duly signed **RETURNABLE SCHEDULES**:
  - **Returnable Schedule 3 - Current Contract Commitments**: Form filled, signed and stamped - Details of current contracts in hand and other commitments and proof the Applicant's available capacity to undertake upcoming construction contract within Applicant current workload
  - **Returnable Schedule 4.1 - Previous Construction Experience**: Form filled, signed and stamped – Applicant has a minimum of five (5) of practical experience in construction and satisfactorily completed at least three (3) equivalent construction projects in the last five (5) years
    - Equivalent construction projects will be considered in terms of construction projects with a minimum value of **ETB 25 million** and applicant's involvement as a prime contractor.

# Returnable Schedules

- The Applicant shall demonstrate through past projects its ability to complete high quality works and attach at **least three (3) letters** of reference and/or Completion Certificates
- An evidence of such experience in the form of Work Award Order, Completion Certificate or any other legal document proving the Applicant's involvement in the three construction projects in the last five (5) years shall be attached
- **Returnable Schedule 4.2 - Physical Office and Construction Project Site Visits:** UNOPS dedicated Evaluation Team in its site visits of Applicant's Office and Completed/undergoing constructions confirmed that the Applicant's organizational, construction machineries/equipment capabilities
- **Returnable Schedule 5 - Average Annual Construction Turnover:** Form filled, signed and the average minimum annual turnover of the company for the last three (3) years shall be **at least ETB 40 million**
- **Returnable Schedule 6 - Joint Venture Partner Information:** Form filled and signed (At least one of the joint venture members "must meet the criteria" if applicant submit its proposal as a Joint Venture / Consortium / Association.)



## Returnable Schedules . . .

- **Returnable Schedule 7 – Project Team and Organizational Structure:** The minimum requirement of the key personnel and **CV's shall be attached to verify the experience of the bidder's personnel**
  - 7.1 Project Manager – (Number 1)
  - 7.2 Site Engineers – (Number 2)
  - 7.3 Sanitary Engineer – (Number 1)
  - 7.4 Electrical Engineer – (Number 1)
  - 7.5 Licensed Surveyor – (Number 1)
  - 7.6 Health & Safety & Environment Project Officer – (Number 1)
  - 7.7 Lead General Forman – (Number 5)

# Returnable Schedules . . .

- **Returnable Schedule 8 - Essential Equipment/Construction Machineries** - An Applicant must demonstrate adequate ownership or Memorandum of Understanding (MoU) with a given Construction Equipment & Machineries Service Provider(s) to avail the minimum required Assets and/or Construction Machineries listed under Schedule 8 upon Works Contract Issuance

- The listed equipment are **indicative** and for Contractors Prequalification Evaluation purpose. Shortlisted/Prequalified Construction Companies shall deploy sufficient equipment as required when formal ITB/RFQ/RFP bid floated in the future

















No.	Assets/Machineries	Minimum QTY Required
1	Caterpillar Motor Grader Base power Min. 90 HP	1
2	Wheel Excavators: 1.5m <sup>3</sup> Bucket Capacity Engine Brake Horse Power (BHP) shall be a minimum of 150HP	1
3	Concrete mixer (750 litre)	2
4	Dump trucks – 14m <sup>3</sup> capacity	2
5	4 WD Pickup (5 seats)	1
6	Metal Scaffolding & shuttering - 300 m <sup>2</sup>	1
7	Lifting tool, Mobil or Fixed Crane for lifting Goods up to 10m above ground	1
8	Jack Hammer / Rock Excavation Hand-held Pneumatic Jack Hammer	2
9	Plate Compactor Minimum plate size of 400mm x 400mm and weight min 50 Kg.	2
10	Concrete vibrator Hose size of 80mm - 100mm	2
11	5000 lts water tanker	1
12	Water Pump Minimum 8m Suction Head	1
13	Survey Equipment (Total Station)	1
14	Diesel Generator Minimum size of 20 KVA.	1
15	Welding Machine, Dumper, Grinder and Bar Cutter	1 each
16	Water truck (10,000 lit)	1
17	Wheel loader capacity 1.5m <sup>3</sup>	1
18	Roller(10-16 ton)	1

## Returnable Schedules . . .

- **Returnable Schedule 9 – Works Management System:** The Applicant's health and safety manual and preliminary plan demonstrate the Applicant's capacity to consistently construct the works in a suitably safe manner
- **Returnable Schedule 10 – Declaration on Gender Parity:** The applicant's declaration is correctly filled out, signed and stamped
- **Returnable Schedule 11 – Declaration:** The Applicant's declaration is correctly filled out and signed
- **Returnable Schedule 12 – Conflict of Interest:** Form filled, signed and information declared (if applicable) of any conflicts of interest
- **Returnable Schedule 13 – Dispute Details:** Form filled, signed and information declared (if applicable) of any current contract dispute and/or arbitral or legal proceeding involving the Applicant. If the Applicant didn't have a dispute case at all, it has to clearly state

## Suggested File Names for Returnable Bid Schedules

- YOU CAN upload up to 20 MB in single file
- The Returnable Schedules shall have **THE FOLLOWING FILE NAMES** to let Technical Panel EASILY LOCATE AND EVALUATE your bids:

-  Returnable Schedule 1 - Form of Application.pdf
-  Returnable Schedule 2 – Applicant’s Detail.pdf
-  Returnable Schedule 3 - Current Contract Commitments.pdf
-  Returnable Schedule 4 - Previous Construction Experience.pdf
-  Returnable Schedule 5 - Average Annual Construction Turnover.pdf
-  Returnable Schedule 6 - Joint Venture Partner Information.pdf
-  Returnable Schedule 7 and 8 - Proposed Key Personnel and Essential Equip Annexures - EXCEL.xlsx
-  Returnable Schedule 7 and 8 - Proposed Key Personnel and Essential Equip Annexures - SIGNED.pdf
-  Returnable Schedule 9 – Works Management System.pdf
-  Returnable Schedule 10 – Declaration on Gender Parity.pdf
-  Returnable Schedule 11 – Declaration.pdf
-  Returnable Schedule 12 – Conflict of Interest.pdf
-  Returnable Schedule 13 – Dispute Details.pdf
-  Returnable xSchedule - DRiVE Supplier Sustainability Questionnaire - PREQUALIFICATION.xlsx
-  Returnable yRenewed Legal Documents.pdf
-  Returnable zLatest Audited Financial Statements.pdf

## Suggested File Names for Returnable Schedules

- **Under Returnable Legal and supporting Documents** pdf file shall have copies of Renewed Business Registration/License; Certificate of Incorporation; Certificate of Incorporation; VAT/Tax Certificate; Certificate of Competence (CoC) for GC/BC From GRADE ONE TO FOUR by Authorized Government Entity; Audited Financial Statements; duly signed Certificates of Satisfactory Completion from respective Clients, and any other Supporting Documents.



# Important Lessons from Previous Tenders

## □ Issues:

- Prospect Bidders/Contractors **FAIL** to compile all compulsory documents required in the respective ITB such as **Legal Documents and GC/BC Certificate of Competence**
- “Returnable Bid Schedules” either **not signed or stamped** by authorized Signatory and/or bidder’s corporate seal as well as Bid Documents do not seem fill out by competent staff who well understands the bidding instructions and required supporting documents
- **FAIL to submit Key Personnel CVs along testimonials** which meet minimum UNOPS qualifications
- **FAIL TO PROPERLY NAME THE FILES** of “Returnable Bid Schedules” resulted delay in technical evaluation
- Prospect Bidders/Contractors tend to wait up until the bid closing date and **rush at last hour** hence **fail to upload either all “Returnable Bid Schedules”** or missed the tender

## Important Lessons . . .

### □ Precautions:

- Pre-plan to **compile all the compulsory records** such as business license for **2012 EC**, audited statements for **2010 EC; 2011 and 2012 EC**, CVs of Key personnel to each site, Certificate of Ownership/Lease Agreements . . .
- Ensure **ZIP/winrar/pdf files** can be opened before uploading
- Ensure Renewed Legal documents and **ALL RETURNABLE SCHEDULES** are uploaded
- Ensure authenticated Memorandum and Article of Associations are uploaded
- Start to upload these documents ahead as the **internet facilities in Ethiopia is not as such dependable**

# Thank You

## Question and Clarification Session



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