

## Pre-Bid Meeting Minutes

**ITB Reference:** ITB/2020/17874

**Date:** 01 December 2020 & 03 December 2020

**Attendees:**

No.	Name	Organization/ Designation	Remark
<b>Bidders</b>			
1	Bidder 1		01-Dec-2020
2	Bidder 2		01-Dec-2020
3	Bidder 3		03-Dec-2020
4	Bidder 4		03-Dec-2020
5	Bidder 5		03-Dec-2020
6	Bidder 6		03-Dec-2020
7	Bidder 6		03-Dec-2020
8	Bidder 7		03-Dec-2020
<b>UNOPS</b>			
1	Keith Chioza	UNOPS	
2	Natee Laoruangroj	UNOPS	
3	Ruchida Suebua	UNOPS	03-Dec-2020

Dear Bidders,

Please find below the Minutes for the Pre-Bid Conferences and Site Inspections held on 01 December 2020 & 03 December 2020 at the UNOPS Bangkok offices in 208 Wireless Road Building, Wireless Road, Pathumwan ,Bangkok Thailand for ITB/2020/17874 for the Invitation to Bid for Office Renovation Work

This shall form part of the official solicitation documents. Please be guided accordingly.

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### Introduction:

UNOPS representatives welcomed the bidders and thanked them for their time. UNOPS stated that the purpose of the event was to provide an opportunity to potential bidders to better understand the project, seek clarifications on various aspects regarding the tender including requirements and bid process, and to visit the project site to better appreciate the needs and physical context of the project.. Any further questions after this Pre-bid conference can be asked through an e-sourcing platform, and UNOPS will respond through the e-sourcing platform as well.

Regarding the Terms of Reference to this tender, UNOPS representatives summarized some points to bidders:

- Brief background of the project with the key requirements.
- UNGM account registration is mandatory for this procurement event via UNOPS e-sourcing system.
- Scope of work to be undertaken
- Additional Health, Safety, Social & Environment (HSSE) Requirements
- Payment terms and conditions
- Project timeline and the need to start works within the year
- Explain to bidders for ideal floor plan and design reference
- Request bidders to run through the latest BOQ provided through eSourcing - the tender has been amended with the latest version of BOQ.

UNOPS representatives emphasized the need for bidders to submit their bids as quickly as possible, schedule their works to start this year, and be ready to establish the site and deliver some materials and works this year.

UNOPS asked the bidders if the bid deadline was reasonable, and all bidders but one confirmed that the deadline was reasonable and they would be able to submit bids within the deadline. The one bidder that felt the deadline was tight cited the public holiday falling on Monday 7 December as the main concern, UNOPS representatives explained the time-sensitivities of the project and the plan to have the contract award as soon as possible and preferably by 11 December 2020 so that works could start the following week.

#### Questions and Answers:

Item	Question	Answer
1	Could you please provide more information about the unit separation wall that should be provided by the landlord?	The landlord is yet to specify the material to be used for the unit separation wall. The requirement for UNOPS is to have sound insulation and UNOPS will discuss this matter with the landlord.
2	Which areas require blast-proof film?	Blast-proof film to be applied on all outside windows, the reference specs are included in the BOQ.
3	Are Relocation works (furniture, etc) part of this tender?	Yes, relocation works have been included in the BOQ except the backbone internet link

		which will be done by UNOPS' Internet Service Provider.
4	Are there standard fit out specs from the landlord?	Some items i.e. smoke detectors & sprinklers need to follow the building standard which is already included in the BOQ with specific brand and model of the safety equipment.
5	What should the bidder do in case of missing items in BOQ	If bidder identifies missing items from the BoQ, please leave it as it is and price it based on the BoQ provided by UNOPS. Any missing items or variations will be managed at the contract management stage, as per variations clause in UNOPS Minor Works Construction Contract

### Closing:

UNOPS thanked everyone for their interest in the ITB/2020/17874 and reiterated that the Minutes of Pre-Bid Meeting shall be posted in the e-sourcing platform for bidding reference. Bidders were encouraged to raise any additional clarifications they might have through e-sourcing platform and UNOPS will respond to such requests within the platform and the responses shall be visible to all bidders.