



6th January, 2021

ADDENDUM 1

TO ALL BIDDERS,

REF: UNDP/SOM/ITB/2020/06/IP: Provision of Road- Truck Transport Services

Please note that the following change has been made to the ITB:

1. Bid Submission deadline has been extended as below:

| DS. No. | Cross Ref. to Instructions | Data | Specific instructions/ Requirements |
|---------|----------------------------|-------------------------|--|
| 14 | 23 | Deadline for Submission | 7.00 a.m. (New York time) and 2.00 p.m. East African Time (GMT+3) on 12/01/2021 |

Additionally, the following table shows the clarifications made to the questions asked by bidders and the changes that have been made to the ITB with their specific references.

| Query Reference | Clarification Requested | UNDPs Response to the Request for Clarification |
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| Annex 1- Terms of Reference, Page 28 | <p>“...The quotation should be for a schedule of rates per vehicle category per day within routes indicated...”. However, under Form F – Price Schedule Form, bidders are requested to list pricing per vehicle per “cost per Kilometer” – not per day.</p> <p><i>Question 1:</i> Which of the pricing methods shown above (Per day versus Per Kilometer) is the UNDP expecting bidders to follow when quoting our schedule of rates per vehicle column listed – and for the routes so indicated?</p> <p><i>Question 2:</i> Is the UNDP asking in fact, Bidders to provide both (1) per day rates and (2) mileage rates per Kilometer – with the expectation that upon finishing a scheduled movement successfully, the winning contractor would then be able to bill the UNDP for both their agreed upon established per day rate, per truck, per route indicated AND the rate per number of miles travelled per the route indicated?</p> <p>“UNDP reserves the right to pay the contractor(s) as per number of vehicles requested and the actual days of services being provided, for example; if UNDP requested the vehicles to work less than a month UNDP will pay the contractor for the number of days the vehicles have been used.”</p> <p>Question: In this second reference to Tender Pricing – can the UNDP provide clarity – on what exactly they would like the bidders to price – either (1) ‘per day rates’ or (2) ‘per Kilometer rates’, or both?</p> | <p>The request is per kilometre. Payment is as per actual services in distance. Please refer to the ITB Revision 1 page 28 last paragraph in the terms of reference.</p> |
| Annex 1- Terms of Reference, Page 28 | <p>“...Every vehicle MUST have a Logbook to record daily mileage...”</p> <p><i>Question:</i> Why, (if the determination is made that vehicles will be priced per day, and NOT per mileage) – are Bidders being told that they MUST maintain a mileage Logbook? Could the UNDP please provide a short explanation of their logic under this requirement?</p> | <p>The determination is per mileage.</p> |
| Annex 1- Terms of Reference Page 25 | <p>“...The trucks must be box or cabin type and lockable by seals, with a capacity of 20 cubic metric ton”; and “The trucks must be box or cabin type and lockable by seals, with a capacity of 10 cubic metric ton”.</p> <p>Under previous question above – under the Form F – Price Schedule Form, Cubic metric ton is not referenced, only standard tonnage per vehicle category. Also, under the above “Requirements” section, the 40-Ton Truck is not reference but is so under Form F.:</p> <p><i>Question:</i> Will the UNDP clarify what they are requesting under these two references, as Cubic Metric ton do not denote the same physical property? – metric tons measure mass, while cubic meters measure volume.</p> <p>“The trucks must be box or cabin type and lockable by seals, with a capacity of 10 cubic metric ton”.</p> <p>Under previous question above – under the Form F – Price Schedule Form, Cubic metric ton is not referenced, only standard tonnage per vehicle category. Also, under the above “Requirements” section, the 40-Ton Truck is not reference but is so under Form F.:</p> | <p>The reference on cubic is an error, metric tonnes is the unit of measure. The requirement is for the three categories of trucks: 10 metric ton, 20 metric ton and 40 metric ton.</p> |

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| | <p>Question: Will the UNDP clarify what they are requesting under these two references, as Cubic Metric ton do not denote the same physical property? – metric tons measure mass, while cubic meters measure volume.</p> | |
| <p>Section 3- Bid Data Sheet – page 18 and 19</p> | <p>Bidder requesting clarification on timing of actual receipt of Bank Guarantee by UNDP, and where this requirement is to be physically sent to.</p> <p>Reference page 49, “Form G: Bid Security Form”; This section dictates the requirements for the terms of the Bid Security, but not for the actual delivery of same.</p> <p>Reference page 19, Section 3, Bid Data Sheet, item 16, “Electronic Submission Requirements”; third bullet from the bottom of this section – states “...Bid Security should be uploaded in the e-Tendering system...”;.</p> <p>Reference page 11, Section 2, “Instructions to Bidders”, item 22, “Email and eTendering Submissions”; under subitem “b)” – it is stated in the instructions that “...Documents which are required to be in original form (e.g., Bid Security, etc.) must be sent via courier or hand delivered as per the instructions in BDS...”. Please note, the Tender provides no instructions within Section 3, “Bid Data Sheet” on where bidders are to deliver their Bank Guarantee.</p> <p><i>Question:</i> With multiple sets of instructions, please clarify if it will it be permissible to scan and upload the original Bid Security and scan and upload a copy of original Bank Cheque into the appropriate eTendering location, allowing bidders to meet the intent of the requirement – and which would then be forwarded in overnight mail pouch with actual wet ink signature documents, including the actual bank security check – would this method be permissible? If not, please clarify how the UNDP wishes to have bidders meet this requirement – with specifics on delivery of the Bank Guarantee (Cheque) within an acceptable period of time after closing submission date.</p> <p><i>Question:</i> Where should bidders send their Bank Guarantee to; Nairobi, Somalia or New York UNDP offices? The Tender does not provide an address where bidders are expected to send their original documentation.</p> | <p>The Instructions to Bidders gives a general overview of information background of the tender. The BDS gives the specific information required.</p> <p>The original Bid security is to be scanned and uploaded into the e-tendering portal. Please note Bid Data Sheet (BDS) no. 14, 15, 16 and 17 all reference the e-tendering as the only allowable mode of bid submission.</p> |
| <p>E-tendering platform</p> | <p>Requirements under the instructions (reference Form F, pages 46-48), show that there are five (5) Lots that the bidder is instructed to complete: However, within the eTender site – there is only four (4) Lots. (See below screen capture of Atlas eTender site):</p> <p><i>Question:</i> How does the UNDP align the instructed five (5) lots for pricing within the instructions of Form F – Price Schedule Form, with the requirements with the eTendering site which has only four (4) bid price submission areas?</p> | <p>The fifth lot has been added in the e-tendering portal.</p> |
| <p>Section 3- Bid Data Sheet. Page 18 and 19</p> <p>E-tendering platform (bid factors/ Event</p> | <p>Reference Section 2, “Instruction to Bidders”, item 22. There are three (3) parts to this instructional area: subitem 1.55 – states the following: “...The Price Schedule shall be submitted together with the Technical Bid...”;.</p> <p>Reference Section 3, “Bid Data Sheet”, item 14, ‘Allowable Manner of Submitting Bids’, shows that “e-Tendering” is the only allowable method of bid submission.</p> | <p>Please refer to the bid data sheet. The only form of submission of this tender is through the e-tendering platform.</p> <p>Section 2 gives general information on solicitation process. The Bid data sheet synthesizes the information to what is specific to the referenced Invitation to bid.</p> |

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| comments and attachments) | <p>Reference Atlas e-Tendering submission instructions, items 11 and 12, Form E and Form F respectfully;</p> <p><i>Question:</i> Could the UNDP kindly clarify if the bidder is to submit Form F – Pricing within Form E (item 11 under the e-Tender submission area), or only under its predesignated area, item 12 under the e-Tender submission site, notwithstanding the previous question related to pricing five (5) Lots versus four (4) Lots under the e-Tender site?</p> | <p>Please ensure that you upload all the documents requested for in the Invitation to Bid (ITB) as well as any that is requested in the e-tendering.</p> <p>There are two ways of uploading the documents, under each e-tendering bid factor or uploading them under document section. The bid factors questions only help remind you of the documents you ought to submit. The idea is that all documents required should be uploaded.</p> |
| Section 3- Bid Data Sheet. Page 19 | <p>Reference page 19, Section 3, ‘Bid Data Sheet’, item 23, subsection “Type of Contract”, refers the bidder to a UNDP section of their procurement rules/instructions – but the rules/instructions under Invitation to Bid (ITB) do not adequately define the specific, contemplated contract type under this Tender.</p> <p>Reference page 34, Annex 1 – Terms of Reference for Road- Truck Transport Services for the UNDP Somalia, item J, “Price and Schedule of Payments”, first sentence: “...UNDP shall issue a fixed-price contract to the recommended service provider(s)...”</p> <p>Reference page 46, Form F: Price Schedule Form; under this Form – there are several references to “cost” revelations that bidders are requested to provide:</p> <p>a) “...The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties to the contract agree to add new deliverables to the contract...”</p> <p>b) “...Any estimates for cost-reimbursable items, such as cost of Electrician, overtime and out-of-pocket expenses, should be listed separately...”;</p> <p>Reference page 34, Annex 1, item G – Governance and Accountability, sub-item 3, ‘Financial Services’, last sentence: “...and currency in which all costs were incurred by UNDP...”</p> <p>Reference page 34, Annex 1, item G – Governance and Accountability, sub-item 4, ‘UNDP Responsibility’, item ‘a’; “...Perform inspection of services, including verification of costs...”;</p> <p><i>Question:</i> Could the UNDP explain to bidders why they are being requested to provide “cost type” bid information – when it appears that the UNDP is contemplating issuance of a fixed price contract, which would if true, preclude the UNDP from viewing bidders cost type information?</p> <p><i>Question:</i> Please clarify if the UNDP is contemplating (potentially) a hybrid contract, using both Fixed Priced Contracts with elements of cost-reimbursable line items?</p> | <p>Under the referenced section 3 in the Bid Data sheet, the type of contract is stipulated in the third column as a ‘contract of services and goods’; a link is thereafter provided which gives a bidder information of the template of the contract expected to sign if they are the winning bidder.</p> <p>As rightly quoted in the question, the requirement for cost breakdown is for the UNDP to conduct price reasonability assessment during the evaluating process and reduces back and forth clarifications requesting the bidder to explain their costs. For this tender, the UNDP will issue a fixed-price contract.</p> <p>Verification of costs referred to under governance is UNDP’s responsibility to verify the costs itemized in an invoice to ensure payment is done for services provided.</p> |
| Annex 1- Terms of Reference. Page 32 | <p>Sub-item F, “Performance Standards and Service Level Guarantees”; regarding the Product/Service category “Transportation”, and correlating to the corresponding set Standard/Service Level – “Speed and Efficiency”. Specifically, this standard references’ that the contractor ‘Confirms Ability of delivery of goods within 2 hours from time of request’</p> <p>Some of the routes referenced in the tender, such as Mogadishu to Baidoa for example, have a transit time of more than 2 hours without local flooding during the rainy season or threats on that</p> | <p>To clarify, the contracted company will be required to confirm to the UNDP that they will be able to provide the services being requested for within the specified period- re: “confirms ability”. The statement does not imply that the contractor is expected to deliver the goods to the destination in a period of two hours.</p> |

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| | <p>route, which mean that the contractor would face difficulty achieving this target immediately after delivery and, as a consequence, risk liquidated damages.</p> <p><i>Question:</i> What provisions and/or tolerances will be put in place to support the contractor to achieve this performance metric when the route between a given collection point and destination location takes longer than 2 hours, e.g. Mogadishu to Baidoa?</p> | |
| | <p>What is the estimated maximum value of cargo for any single route?</p> | <p>Please use the tonnage of the vehicle as the maximum value of the cargo for any single route.</p> |
| <p>Section 2. Instructions to bidders. Item 44. Page 15</p> | <p>, “Payment Provisions”; first and second sentences: “...Payment will be made only upon UNDP's acceptance of the goods and/or services performed.” The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of goods and/or services issued by the proper authority in UNDP with direct supervision of the Contractor...”; Other references related to delivery “acceptance” abound throughout the Tender document. Question 1: Can the UNDP provide to the bidders – what exactly constitutes “acceptance” in the eyes of the UNDP authorities under this Tender – or any ensuring awarded contract?</p> | <p>Please note, the instructions to bidders are general standard instructions for solicitation process and subsequent contractual document.</p> <p>The UNDP has the responsibility of verifying costs and certification of payments before any payment is processed. Invoices from the contracted company must be reviewed to confirm the services and or goods (where applicable) have been delivered and are acceptable. This is a standard term of a contract.</p> <p>Acceptance of goods and services refers to confirmation that the goods and services being claimed in the invoice are in accordance to the request given to the supplier to offer the services/goods.</p> |
| <p>Annex 1- Terms of Reference. Specific objectives. Page 25</p> | <p>Reference Annex 1- Terms of Reference for Road- Truck Transport Services for the UNDP Somalia, item 3, “B. Specific Objectives”; states: ‘...The Overall objective is to provide services of transportation of cargo to assigned destinations as and when required to enhance operational capacity to all regions of Somalia including remote areas and ensure delivery of goods...’</p> <p>Question 2: Can the UNDP please expand upon the following, so that bidders can assess route risk and other shipping information?</p> <p>a) What are the “typical types of Cargo” that the UNDP will be requiring Bidders to haul?</p> <p>b) What are the typical weights of this same cargo, and/or total tonnage that Bidders may be requested to haul to the various destinations? This question goes to whether or not trailers will be needed, what size of trailers, fuel, etc.</p> <p>Question 3: Will the UNDP make allowance for bidders to price for different types of Cargo when so notified of the complete manifest of cargo items? i.e., Hazardous Materials versus Construction equipment, or even high value Cargo, such as new vehicles?</p> | <p>The typical cargo to be transported are office related supplies and equipment.</p> <p>The tonnage requested for is stipulated as a maximum of 10, 20 and 40 tonnes depending on the requirement. Trailers are not anticipated thus not in the tender as a requirement.</p> <p>No hazardous materials will be transported. The UNDP does not anticipate transporting any of the goods in the special categories listed in the question.</p> |
| <p>Annex 1- Terms of Reference. Scope of Works. Page 27.</p> | <p>Sub-item “Security”, states: “...The vendor shall accept full responsibility including security of all vehicles supplied including security of the drivers. The vendor will be liable if any security incidents occur that has a relation</p> | <p>It is the responsibility of the transport company to ensure the goods arrive the destinations securely. The UNDP will not provide aerial reconnaissance during the transportation.</p> |

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| | <p>to its drivers, loaders or vehicles...”; Question 4: Can the UNDP explain if they will be providing or coordinating their requested transportation movements with the Military’s Route Clearing operations prior to the schedule transportation movement? Question 5: Will the UNDP be providing any additional security assistance prior to or during scheduled transportation runs, including aerial reconnaissance?</p> | |
| Annex 1- Terms of Reference. Scope of Works. Page 27 & 34. | <p>Sub-item “Payment Terms”, second paragraph states: “...UNDP reserves the right to pay the contractor(s) as per number of vehicles requested and the actual days of services being provided, for example; if UNDP requested the vehicles to work less than a month UNDP will pay the contractor for the number of days the vehicles have been used...” Sub-item “G. Governance and Accountability”, sub-item 3, ‘Financial Services’, the Tender states: “Billing;” “...The Contractor shall submit an invoice for all transportation requests on a monthly basis supported by copies of the Purchase Order...” Sub-item J “Price and Schedule of Payments”, sub-item number ii. “...the Contractor shall send an itemized official invoice to UNDP Registry Office after the end of each transaction...” <i>Question 6:</i> Will the UNDP please clarify if the bidder will be submitting individual’s haulage invoices – per the successful delivery of the goods to the predesignated destinations, or will the bidder by submitting monthly invoices with a roll-up of all of the previous month’s successful deliveries to the predesignated destinations?</p> | <p>Invoices will be itemised per services provided as detailed in the Terms of Reference. Each invoice will be accompanied with the supporting documents. It is recommended that the processing of payments (billing) will be done as per the Purchase order, preferably on a monthly basis, but can be done at any point in time when the services are fully delivered as per the request.</p> |
| Annex 1- Terms of Reference. Scope of Works. Page 32. | <p>Sub-item E, “Deliverables and Schedules/Expect Outputs”, first item: “...Delivery of efficient truck transportation services of cargo from a designated place to the other as and when requested for with a notice of at least 24 hours before the service...” Sub-item F, “Transportation”, under Standard/Service Level – subitem a; “...Confirm ability of delivery of goods within two hours from time of request...” Question 7: Will the UNDP provide clarification on which standard the service providers will be following – either the “ability to deliver goods within a two (2) hour notice” or “delivery within a notice of at least 24 hours”?</p> | <p>The nature of services requested for in this tender is of urgent and immediate nature. It is preferable for the contracted company to be agile and respond within the shortest period of time – 2 hours but not later than 24 hours as the UNDP cannot wait for a longer period. The UNDP will ensure that whenever possible sufficient notice is given to the contractor to enable planning, but there will be situations when immediate response is required of the service provider.</p> |
| Form D. Page 41 | <p><i>Question 8:</i> Will the UNDP clarify under this form – why bidders are being requested to provide History of Non-Performing Contracts for “Cleaning, Gardening and Facility Management Services”? <i>Question 9:</i> Same reference as question number 8 above, why are bidders being requested to provide three (3) satisfactory performance statements from our top 3 (three) Clients (Testimonials) for “Cleaning, Gardening, and Facility Management Services”?</p> | <p>This is an error. The history of services required is for road transportation services as per the terms of reference.</p> |

Further, the clarifications and the Revision 1 of the ITB documents have been uploaded in the following links:

Note:

Bidders are advised to frequently check the following websites for any addenda/clarifications that may be posted on the following websites

<https://etendering.partneragencies.org>

Business unit- SOM10

Event ID: ITB2020-06

OR

https://procurement-notices.undp.org/view_notice.cfm?notice_id=73950

OR

<https://www.ungm.org/Public/Notice/119707>

We regret any inconveniences that these changes may have caused you but look forward to your submission of your bid.

Yours sincerely

Benard Korir

Head of Procurement a.i.

UNDP Somalia

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