

# Pre-bid Meeting

**ITB/2021/20049 - Rehabilitation of OSS Registration Model, Staff & Guest Toilets and Construction of Guard Post in Bokolmanyo Refugee Camp, Melkadida Refugee Camp, Kobe Refugee Camp, Hilaweyn Refugee Camp and Buramino Refugee Camp: Melkadida - Somali Region, Ethiopia**

**ITB/2021/20050 - Rehabilitation of OSS Registration Model, Staff & Guest Toilets and Construction of Guard Post in Pungindo Nuer Refugee Camp, Pungindo Agnuak Refugee Camp, Kule Refugee Camp, Tierkidi Refugee Camp and Ngueyyiel Refugee Camp: Gambella Region, Ethiopia**

**Venue: Google Meet / Virtual**  
**Time: 10:00 A.M to 11:00 A.M (Addis Ababa Time)**  
**Date: May 25, 2021**  
**Addis Ababa Ethiopia**



# Pre-bid Meeting Presentation Outlines

- ❑ General Tender Information
- ❑ Overview on the Scope of the Works (SOW) and Sites Location
- ❑ UNOPS Eligibility and Formal Requirements
- ❑ Technical Requirements: “Returnable Bid 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”
- ❑ Precaution when Submitting Priced BoQ
- ❑ Important dates and Contract Duration for the Construction Works
- ❑ Conditions of contract (Performance bond, Liquidated Damaged - LD)
- ❑ Important Lessons from Previous Tenders
- ❑ Questions and Clarifications Session

# General Tender Information

## Description of the Works:

- ❑ **Rehabilitation of OSS Registration Model, Staff & Guest Toilets and Construction of Guard Post in Bokolmanyo Refugee Camp, Melkadida Refugee Camp, Kobe Refugee Camp, Hilaweyn Refugee Camp and Buramino Refugee Camp: Melkadida - Somali Region, Ethiopia**
- ❑ **Rehabilitation of OSS Registration Model, Staff & Guest Toilets and Construction of Guard Post in Pungindo Nuer Refugee Camp, Pungindo Agnuak Refugee Camp, Kule Refugee Camp, Tierkidi Refugee Camp and Ngueyyiel Refugee Camp: Gambella Region, Ethiopia**
- ❑ **Bid Reference: ITB/2021/20049 and ITB/2021/20050**
- ❑ **Tender Posting Date: May 19, 2021**
- ❑ **Deadline for Clarification: June 7, 2021 @ 9:00 UTC**
- ❑ **Bid Closing Date: June 14, 2021 @ 9:00 UTC**



## General Tender Information ...

- ❑ **PUBLIC BID OPENING** is not Applicable
- ❑ Bid Currency is in **ETB**
- ❑ Contract Award Criteria: **Lowest Priced Bidder of the Substantially Compliant Bid**
- ❑ **Evaluation Criteria:** reflect the information being requested in the Returnable Bid Schedules. Some of the Returnable Bid 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.
- ❑ Bid Validity: **It is for a period of 90 days from the date of Bid Closing**
- ❑ Defect Notification Period (DNP): **It is 12 months (365 calendar days)**

❑

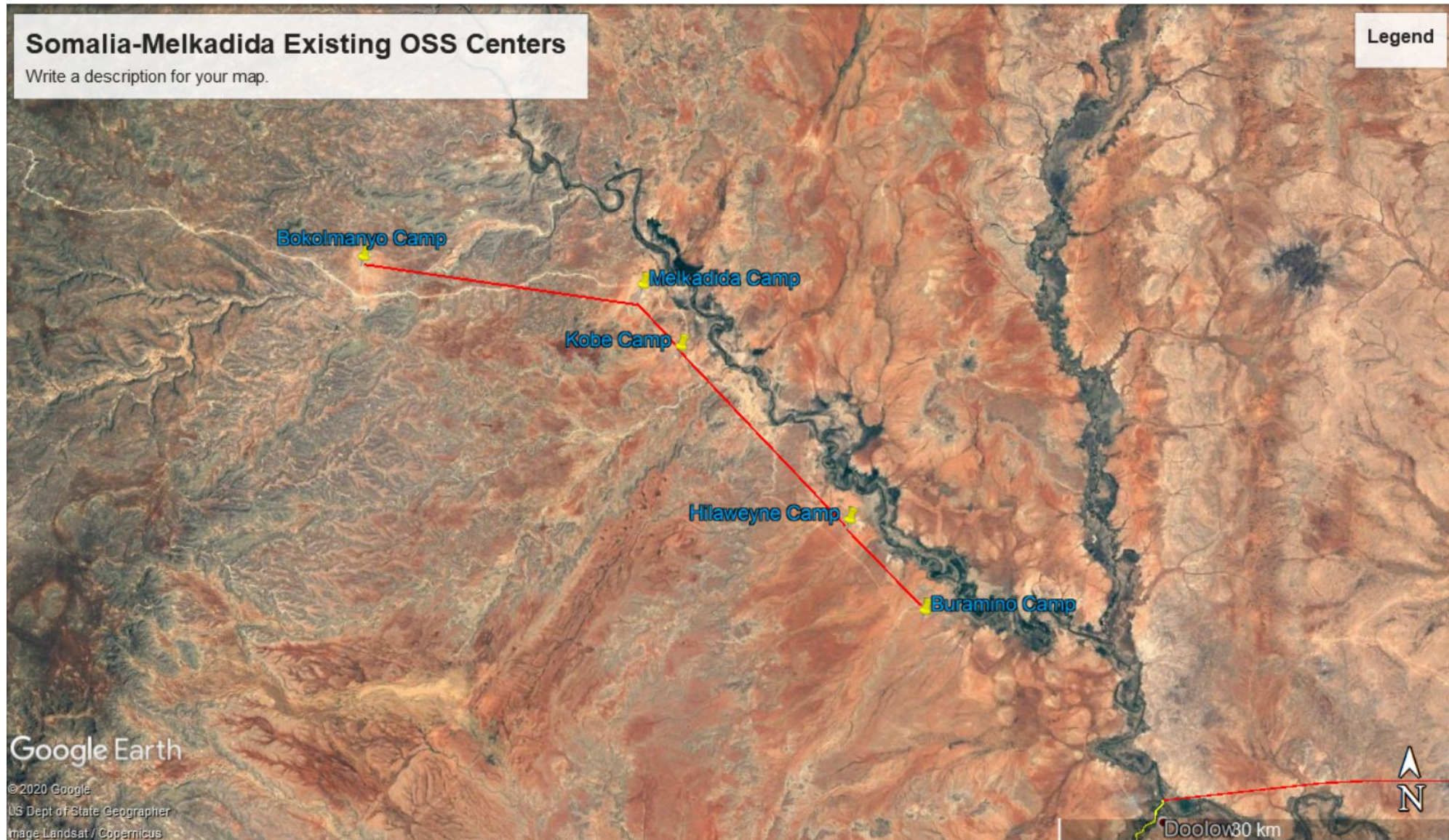
## General Tender Information . . .

- ❑ Bid Security: **It is not required**
- ❑ Bank Guarantee for Performance: **10% of Accepted Contract Amount upon award**
- ❑ Advance Payment: **Not Allowed**
- ❑ Attendance for Clarification/Pre-bid Meeting **IS NOT MANDATORY** for this ITB Tender hence **no bidder will be disqualified** due to non attendance of this pre-bid meeting
- ❑ Group site visit **WILL NOT BE HELD** but strongly advised bidders to conduct own site inspection before submitting the bid for a competitive bids

## Purpose of the Project

- **Purpose of Project:** implementation of the project will rehabilitate the One-Stop Shop (OSS) Registration Model, staff and guest toilets for the refugee camps.
- **Who involved:** United Nations High Commissioner for Refugees (UNHCR) and the UNOPS-EMCO as implementing partner.

# Project Location fot ITB/2021/20049

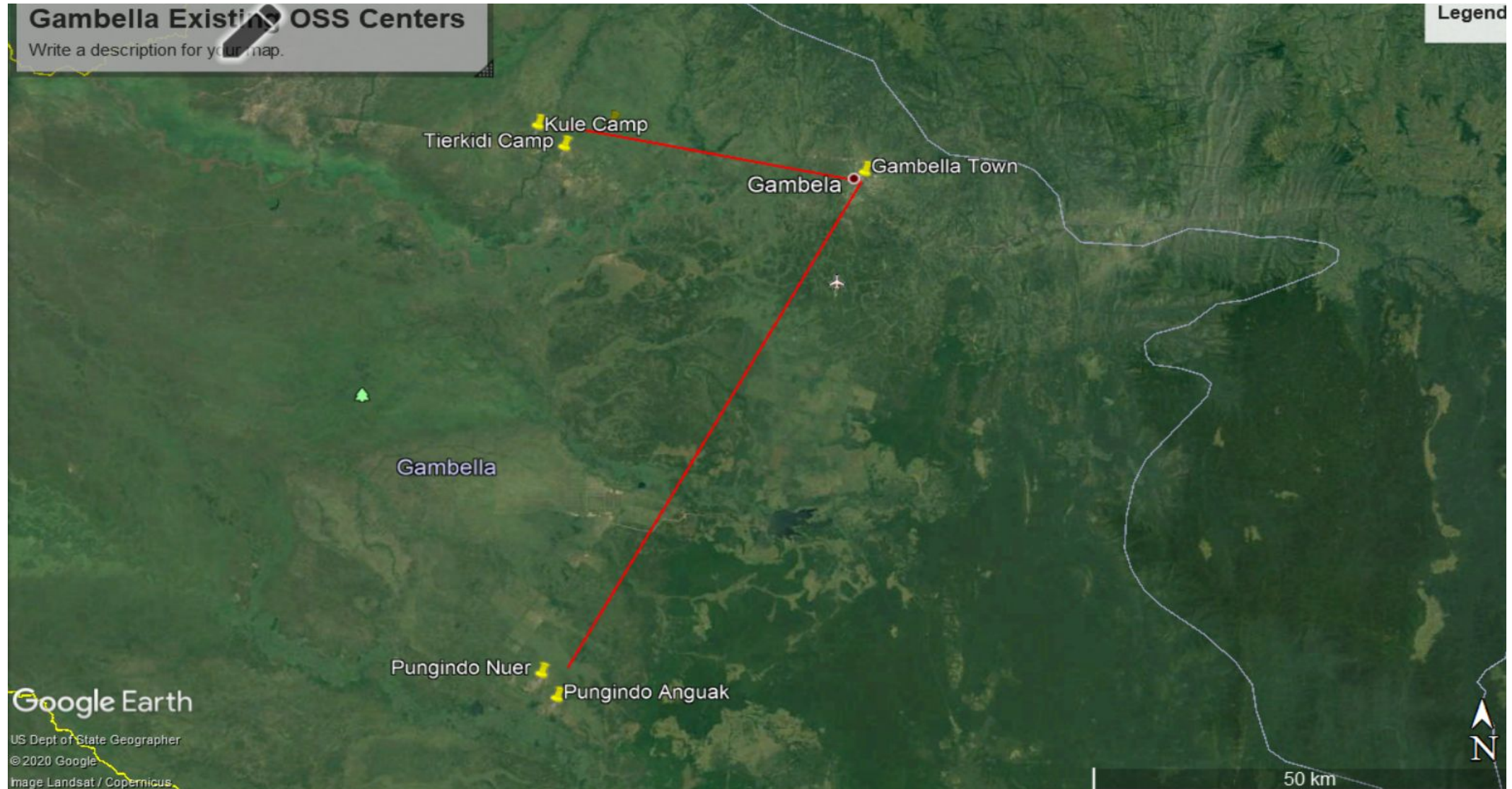


## Project Location

1. **Buramino Camp**
2. **Hilaweyne Camp**
3. **Bokolmanyo Camp**
4. **Kobe Camp**
5. **Melkadida Camp**



# Project Location



## **Project Location ...**

- 1. Pungindo Nuer Camp**
- 2. Pungindo Agnuak Camp**
- 3. Kule Camp**
- 4. Tierkidi Camp**
- 5. Ngueyyiel Camp**

# Timeline...

No.	Construction Milestones	Duration (approx.)	Remarks (if any)
1	Mobilization	14 Calendar days	Contractor to mobilize immediately after signing of agreement. UNOPS shall issue a letter of intent to the successful bidder and shall be taken adequate to initiate contractor mobilization.
2	Rehabilitation of registration model, staff and guest toilets including construction of guard post	90 Calendar Days	Rehabilitation works at the five sites to take place concurrently.
3	External works: walkways and circulation, water supply and fencing works	30 calendar Days	-
4	Commissioning for Handover: Testing, commissioning and site clearing works	7 calendar days	-
<b>Total Calendar Days</b>		<b>4 Months</b>	

# Tender eSubmssion

- The respective ITB tender documents can be accessed by clicking the following link:

<https://www.ungm.org/Public/Notice/129072> and

<https://www.ungm.org/Public/Notice/129071>



## UNOPS Eligibility and Formal Requirements

- Bidder is eligible as defined in the document Section I: Instructions to Bidders, Article 4
  - 1.1 A Bidder **shall not have conflicts of interest** (refer the detail under Article 3).
  - 1.2 A Bidder **is not included in any** UNOPS, UNGM, World Bank, and/or UNOPS Partner Ineligibility List (refer the detail under Article 3)
- **Returnable Bid Schedule 1 - Form of Bid:** The bidder's form of bid is correctly filled out and duly signed.
- **Returnable Bid Schedule 3 - Bidder Details:** The bidder's details are correctly filled out, signed and stamped
- Bidder has submitted ITB tender **written in English**
- Bidder has Renewed Business License for **2021 GC (2013 EC)** and Tax Registration Certificate(s) from appropriate Government Authority
- Bidder registered in **Federal Republic of Ethiopia** by authorized Government Entity to engage in Construction Works
- Bidder shall be graded from **GRADE ONE to GRADE SIX G/BC CATEGORY** as well as Certificate of Competence (CoC)

## UNOPS Eligibility and Formal Requirements

- Bidder uploaded the **Last Two Years Audited Financial Statements i.e., 2020 GC (2012 EC) and 2019 (2011 EC)**
- The Bidder must demonstrate its ability to complete high quality works **by attaching at least three (3) of references** preferably from clients such as UN Agencies, International NGOs, Multinational companies, etc.
- Bidder Confirmed the Quotation is Valid for the period of **90 days** from the date fixed for the submission deadline
- Bidder has submitted duly Fill out **DRiVE Supplier Sustainability Questionnaire\_2019**
- Bidder accepts **UNOPS General Conditions of Contract** as specified in Section IV: Contract Forms

## Returnable Bid Schedules

- Prospect Bidders/Contractors shall return the following stamped and duly signed **RETURNABLE BID SCHEDULES**:
  - **Returnable Bid Schedule 5 - Preliminary Programme**: Preliminary Programme: The bidder's preliminary program demonstrates the bidder's capacity to plan and programme the works within timelines that are consistent with industry practice and the project's specific requirements. The successful bidder will be expected to complete the Works within **Four (4) months from the date of commencement**.
    - It is advised it shall be prepared in **MS Excel or MS Project** which demonstrates the Bidder's capacity to identify the core or sensitive tasks/components of the works
    - The **Outline Statement of Proposed methods must clearly demonstrates** the Bidder's capacity to identify the core or sensitive components required to complete the works within the required quality expectations and indicated the approach that the Bidder intends to use in order to execute those component

## Returnable Bid Schedules . . .

- **Returnable Bid Schedule 6 – 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**
  - 6.1 Project Manager – One
  - 6.2 Site Engineers – One
  - 6.3 Sanitary Engineer – One
  - 6.4 Electrical Engineer – One
  - 6.5 Lead General Forman – Five (one per site)
- Bidder must properly fill out Proposed Key Personnel Names, Educational Qualification and Years of Relevant Experience; and submit **both Excel Sheet and duly signed pdf form**



## Returnable Bid Schedules . . .

- **Returnable Bid Schedule 7 – Insurances:** The bidder provides confirmation that it will put in place the required insurance policies indicated in the contract details of insurance policies required under **Schedule 7**
- **Returnable Bid Schedule 8 – Capacity, Experience, Work in Hand and Completed**
  - 8.1 Similar Projects – A minimum **of five years**, at least five projects completed and **at least three letters of reference** from its clients; preferably from UN Agencies and/or NGOs
  - Bidder must satisfactorily completed at 3 major and similar projects in the last three years
  - Projects with a minimum value of ETB 5 million over the last three years
  - 8.2 All current projects underway/ committed to start shall be fill out in respective template
  - 8.3 Confirmation for mobilization within **21 calendar days**
  - 8.4 Minimum Current Ratio of **equal or greater than 1.00 over the last two Years (2011 and 2012 EC)**
  - **8.5 Sales Turnover:** Bidders should have average annual sales turnover of minimum **ETB 15 Million** the last two (2) years

## Returnable Bid Schedules . . .

- **8.6 Essential Equipment /Assets:** bidders must demonstrate **adequate ownership** of the minimum required Assets and/or Machineries listed in the SoWs
- **Certificates of Ownership; Lease agreements** need to be attached for those relevant construction equipment
- **Under Returnable Bid Schedule 8.6,** Bidder must properly fill out Proposed Essential Equipment detail Specs, Whether owned/leased; Year of Manufacture and respective conditions; and submit **both Excel Sheet and duly signed pdf form**
- **Ensure YOU have attached Ownership or Equipment Lease Agreement and/or Cash Receipt for the Purchase of equipment** for those Items in case Authorized Government Office DOES NOT ISSUE FORMAL OWNERSHIP CERTIFICATE

## Returnable Bid Schedules . . .

- ❑ **Returnable Bid Schedule 12 – Proposed Subcontractors and Suppliers:** The bidder's proposed subcontractors and suppliers are of an appropriate quantity and quality and their location is appropriate
  - ❑ **Returnable Bid Schedule 13 – Proposed Sources of Naturally Occurring Material and Outline Statement of Proposed Methods:** The bidder's proposed naturally occurring materials are from a responsible and appropriate location and the material comply with required standard under the Contract
  - ❑ **Returnable Bid Schedule 14 – Outline Statement of Proposed Methods:** The bidder's proposed method statement demonstrates the bidder's capacity to plan and execute the works in a professional and properly staged manner. Suitability of the proposed materials/plants to be incorporated in the Permanent Works shall be checked in conjunction with the relevant technical specifications for materials/plants, characteristics, etc
  - ❑ **Returnable Bid Schedule 15 – Declaration:** The bidder's declaration is correctly filled out

## Returnable Bid Schedules . . .

- **Returnable Bid Schedule 16 – Conflict of Interest:** The bidder's filled out this schedule
- **Returnable Bid Schedule 17 – Dispute Details:** The bidder's should fill out if it had such a case or confirm there was/were no such case(s)
- **Returnable Bid Schedule 18 – Declaration on Gender Parity:** The bidder's declaration is correctly filled out, signed and stamped
- **Returnable Bid Schedule 19 – Addenda to ITB (if shared by UNOPS) after the tender is posted:** The bidder's filled out this schedule otherwise indicate N/a and sign and stamp



## Precaution when Submitting Priced BoQ

- INSTRUCTION WHEN SUBMITTING PRICED BOQ
  - You are **not allow to change any work description** on this sheet
  - You are only required to fill in the cells **“Rate/Unit Price”** in **ETB**
  - Upon filling in the Rate and/or Unit price, all other **calculations will be done automatically**, meaning you do not have to temple with any other cell within this spreadsheet.
  - The summary sheet will also be fill in automatically
  - At the bottom of the **BoQ sheet**, you are required to fill & sign to **authenticate**
  - Please note that this BoQ forms is part of the “Returnable Bid Schedules” and as such should be return (**both the printed and duly signed form; and the Excel Soft copy for Arithmetic check**) along with all other documents when submitting your tender.

## Important Issue to be Focused: **Upon Contract Award**

- Prospect Bidders/Contractors shall bear in mind:
  - **Bid Validity should be 90 days**
  - Duration of the contract is **4 months**
  - **Bank Guarantee for Performance is 10%** of contractual value upon contract award
  - **Detail Work Plan shall be** prepared and forward for acceptance at the start of Works within **ten working days**
  - Delay Damages for failure to complete the Works within the Timeframe for Completion i.e., **Liquidated Damage (LD)**
    - **Whole of the Works: 0.1% per day** excluding the Substructure amounti up to 10% contract value

## Important Issue to be Focused: **Upon Contract Award**

- ❑ **Defect Notification Period (DNP) is 12 months** i.e., 365 calendar days
- ❑ All construction equipment and/or machineries **MUST** be available at the Project Site
- ❑ **Signed Priced BOQs and their respective Excel Sheet** shall be submitted along with returned bid document
- ❑ Construction progress will be closely monitored and the contract will be terminated if the acceptable progress against the plan is not made
- ❑ Payment will be made as per the **Short Form Contract Agreement**

# 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 provide detail Work Programme supported by **MS Project**; and Outline Statement of Proposed methods
- ❑ **FAIL** to attach Proposed Essential Equipment Certificate of Ownership, Purchase Receipt or Lease Agreement that properly reflect **UNOPS REQUIRED SPECS**



# Important Lessons from Previous Tenders

## □ Issues . . .

- **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
- **FAIL to thoroughly conduct local construction materials and labor market prices** hence **end up EXAGGERATED UNIT RATE** against prevailing market price and UNOPS Engineer Estimate (EE). This subject the Tender to Cancellation.
- **Fail to use CORPORATE EMAIL ACCOUNT in their UNGM Profile** instead tend to use commercial account such as [@gmail.com](#); [@yahoo.com](#); [@Hotmail.com](#); . . .

## Important Lessons . . .

### □ Precautions:

- Pre-plan to **compile all the compulsory records** such as business license for **2013 EC**, audited statements for **2011 EC and 2012 EC**, CVs of Key personnel to each site, Certificate of Ownership/Lease Agreements . . .
- Establish multi-skill “**Tender Project Taskforce**” which consists professionals **Engineering, Accounting, Procurement/Materials Management and/or Admin** to leverage respective knowledge and skills comparative advantages to submit a competitive and winning bid
- 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**
- **By any means avoid to submit at the eleventh hour, PUT your confidence on our eSourcing ERP system which assure 100% transparent and CONFIDENTIAL UP UNTIL BID OPENING**

# Thank You

## Question and Clarification Session



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