



<b>ITB/2021/21436 - : Construction of Laboratories &amp; Wash Facilities in Jongowe Secondary School, Zanzibar, Tanzania</b>	
<b>Date: Monday, 5th July 2021; 11am -1pm Nairobi Time</b>	
<b>Venue:</b> Virtual Google meet link <a href="https://meet.google.com/zcp-sjrf-rds">meet.google.com/zcp-sjrf-rds</a>	<b>Minutes taken by:</b> Tegist Mekonnen , Procurement Officer, UNOPS KEMCO
<b>Attendees: UNOPS</b> <ol style="list-style-type: none"> <li>1. John Fofanah, Project Manager, UNOPS KEMCO  </li> <li>2. Tegist Mekonnen, Procurement Officer, UNOPS KEMCO  </li> <li>3. Esther NJERI, Administration Assistant, UNOPS KEMCO</li> <li>4. Elizabeth MASURULI, Associate Construction Management Engineer, UNOPS KEMCO</li> <li>5. Acquilline MAKUMBULE, Associate Construction Management Engineer, UNOPS KEMCO</li> <li>6. Harrison Katana MENZA, Quantity Surveyor, UNOPS KEMCO</li> </ol>	<b>Attendees: NON-UNOPS</b> 4 representatives from 4 companies attended

**Agenda:**

1. Introduction
2. Access to ITB and eSourcing platform
3. Contents
4. Key dates
5. Scope of Works
6. Returnable Documents (Bid Schedules)
7. Type of Contract to be awarded
8. Evaluation Criteria & Method
9. Q&A

#	Topic	Action / Output
1	Introduction	<p>Tegist Mekonnen, the Procurement Officer, opened the pre-bid meeting by introducing the UNOPS staff members and requested the Non-UNOPS members to indicate their names and contact details in the Chat Box of the google meet link.</p> <p>She further explained that the purpose of the meeting is to explain the tender requirement to the bidders particularly on the key issues that bidders should note.</p>
2	Access to ITB	<p>The Procurement officer emphasized that a bidder has to access and respond to the bid via the UNOPS eSourcing portal through UNGM and that any communication regarding the specifics of the tender must be via the same eSourcing portal including any clarification requests.</p> <p>A video demonstrating what UNGM offers and how companies can get registered on UNGM including the UNGM help features were displayed and explained to participants.</p>
3	Tender Documents	<p>Attendees were informed that the tender consists of the following documents:</p> <ol style="list-style-type: none"> <li>1. ITB Particulars</li> <li>2. Instruction to bidders</li> <li>3. Returnable Bid Schedules</li> <li>4. Statement of Works, Specifications, Drawings &amp; BoQ</li> <li>5. Contract - UNOPS Minor Works Construction Contract</li> <li>6. Drive Supplier Sustainability Questionnaire</li> <li>7. UNOPS HSSE Plan</li> </ol>

		8. Evaluation method and criteria																														
4	Scope of Works	<p>The Project Manager described the scope of works which includes construction of one ( 1) new Multipurpose science laboratory for 40 students. It is a single-story building with space to accommodate all the students, storage spaces for each science subject (physics, chemistry &amp; biology), and a preparatory teachers room. The number of toilet cubicles is 4 for boys with an additional cubicle for the disabled, 4 for girls with an additional cubicle for the disabled and two for teachers. Additional details of WASH requirements are all illustrated in the SoW and BOQ.</p> <p>The quantity surveyor also explained that Contractors are expected to utilize locally available materials in Zanzibar.</p>																														
5	Tender Timelines	<p>The attendees were informed of the tender timelines which consist of the following:</p> <p>Bidding Period: 24th June 2021 to 14<sup>th</sup> July 2021  Bid Submission deadline: <b>1:00 pm Nairobi Time on 14 July 2021.</b>  Bid Opening: 1:30 pm on 14th July 2021  Deadline for submitting clarifications: <b>6 July 2021 at 5 PM Nairobi Time.</b></p> <p>The Procurement Officer indicated that the clarification deadline will be extended to 7 July 2021 and the extension will be done through the eSourcing platform.</p>																														
6	Returnable Bid Schedules	<p>Bidders representatives were informed that the following documents are mandatory and form an integral part of the bid submission. The attendees were also advised on the requirement under each of the returnable bid schedule (1-11) and type of evaluation that would be undertaken for each document:</p> <table border="1"> <thead> <tr> <th>Schedule No.</th><th>Type</th><th>Evaluation</th></tr> </thead> <tbody> <tr> <td>Schedule 1</td><td>Form of Bid Must be completed, signed and stamped</td><td>Pass / Fail</td></tr> <tr> <td>Schedule 2</td><td>Bidder's Details - provide details &amp; attach registration documents</td><td>Pass / Fail</td></tr> <tr> <td></td><td>Qualification - Valid Registration in Zanzibar</td><td>Pass / Fail</td></tr> <tr> <td></td><td>Language of Bid - English</td><td>Pass / Fail</td></tr> <tr> <td></td><td>Class 1-7 Registration with Zanzibar Contractors Registration Board (ZCRB)</td><td>Pass / Fail</td></tr> <tr> <td>Schedule 3</td><td>Bill of Quantities - completed, signed, stamped</td><td>Pass / Fail</td></tr> <tr> <td>Schedule 4</td><td>Bidder Preliminary Programme and Outline Statement of Proposed Methods - Include a plan/methodology of transporting construction materials to the construction site</td><td>Pass / Fail</td></tr> <tr> <td>Schedule 5</td><td>Proposed Project Team - 5 Key personnel nominated</td><td>Pass / Fail</td></tr> <tr> <td>Schedule 6</td><td>Insurances</td><td>Pass / Fail</td></tr> </tbody> </table>	Schedule No.	Type	Evaluation	Schedule 1	Form of Bid Must be completed, signed and stamped	Pass / Fail	Schedule 2	Bidder's Details - provide details & attach registration documents	Pass / Fail		Qualification - Valid Registration in Zanzibar	Pass / Fail		Language of Bid - English	Pass / Fail		Class 1-7 Registration with Zanzibar Contractors Registration Board (ZCRB)	Pass / Fail	Schedule 3	Bill of Quantities - completed, signed, stamped	Pass / Fail	Schedule 4	Bidder Preliminary Programme and Outline Statement of Proposed Methods - Include a plan/methodology of transporting construction materials to the construction site	Pass / Fail	Schedule 5	Proposed Project Team - 5 Key personnel nominated	Pass / Fail	Schedule 6	Insurances	Pass / Fail
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			Review the two insurance requirements, sign and stamp the form	
		Schedule 7	Capacity, Experience, Work In Hand And Work Completed - Provide list of relevant projects completed, list of ongoing projects, attach supporting documents, list of assets and financial statements for the last 3 years (2017, 2018 & 2019)	Pass / Fail
		Schedule 8	Declaration - must be signed and witnessed	Pass / Fail
		Schedule 9	Conflicts Of Interest - declare any potential conflict of interest, sign & stamp the form	Pass / Fail
		Schedule 10	Dispute Details - make a statement whether the contractor has any dispute, sign & stamp the form	Pass / Fail
		Schedule 11	Addenda To ITB - list down the amendments by number and issuance date before signing the form	Pass / Fail
		<p>The Procurement Officer also emphasized on the additional documents required as follows: Company registration certificate in Zanzibar, financial reports for the last 3 years (2017, 2018 &amp; 2019), proof of registration with Zanzibar Contractors Registration Board (ZCRB) and supporting documentation such as completion certificates, taking over certificates, minutes of handover meeting for Completed Projects/Contracts. These documents are listed in the checklist section of ITB/2021/21436.</p>		
7	Completion Timeline	<p>The attendees were informed that the maximum duration for completion of the works is 6 months from Commencement date. <b>In addition to a preliminary Program of works, it is a mandatory requirement for bidders to provide a plan on how they plan to transport construction materials to the construction site.</b></p>		
8	Evaluation	<p>The evaluation criteria was presented and outlined as follows;  <b>Eligibility &amp; Formal evaluation criteria</b> together with the <b>Qualification criteria</b> of the bids shall be undertaken using a “Pass / Fail” criterion to determine compliance with the requirements set out in the ITB.  <b>Technical Criteria</b> shall be evaluated on the basis of a “Pass / Fail” criterion.  Bids are to achieve a further consideration only if they obtain a “Pass” for all “Pass / Fail” criteria stated in the ITB. If the offer fails to obtain a “Pass”, it would <b>not</b> be eligible for further evaluation.  Under check/clarify, UNOPS could request bidders to submit historical records, within a reasonable period, to rectify non-material non-conformities or omissions in the bid related to documentation requirements.  Only bids that meet the requirements of Eligibility &amp; Formal evaluation criteria together with the Qualification criteria and are technically compliant shall be considered for Financial Evaluation.</p>		

9	Award Criteria	The Type of contract will be a Minor Works Construction Contract. Award shall be based on the <i>“Lowest priced substantially compliant offer”</i> methodology which achieves best overall value for money for UNOPS.
10	Conditions of Contract	The contractor was advised to review the draft Minor Works Construction Contract for the General Conditions of Contract and the specific Schedules for this tender taking note: <ul style="list-style-type: none"> <li>I. Performance Security shall be required from the bidder if successful, in the amount of 5% of the contract price, in the form of a Bank Guarantee.</li> <li>II. Delay damages are applicable per Contract. UNOPS will deduct from the contract price, as delay damages, a sum equivalent to TZS 460,000.00 per day for each day of delay until actual delivery or performance, upto a maximum deduction of 10% of the original total contract price.</li> </ul>
11	Q&A	The contractors in attendance asked questions which have been compiled in a Question and Answer document and shall be posted on eSourcing.