

PRE-BID MEETING
LRFP 9171914 for Repair, Maintenance of 3 PSA Plants (Re-advertisement)

Date: 22nd December 2021

Time: 10am

Venue: Virtual through MS Teams

UNICEF attendance: 3 participants (Elizabeth Phiri Bwalya; Dr. Rodgers K Mwale and Emmanuel Otoo)

Tenderer's attendance: two participants from two companies. The third participant was not audible and left the meeting at about 10:20hrs.

Introduction:

The Supply Specialist started meeting by introducing the team and indicated that the Tenderers on the call have been invited to participate in a competitive tender for the repair of 3 PSA Medical Oxygen Plants at Chinsali General Hospital and Kalindawalo General Hospital, and at the National Heart Hospital. He further clarified that this tender has been re-advertised due to poor rate of submission during the initial advertisement on UNGM from 21st November 2021 to 9th December 2021.

Technical Information

The Health Specialist (Project Manager) explained the importance of the project as forming part of UNICEF support in the COVID-19 response in Zambia and the need to support government by ensuring the availability of medical oxygen in key health facilities. The repair of these 3 PSA plants is expected to boost medical oxygen supply for the facilities where the plants are located. It was further stated that this activity was designed as a part of the national preparedness actions for the 4th wave which is currently underway.

Tender Submission requirements

The Supply Specialist took the tenderers through the Terms of Reference (ToR) and the tender submission requirements as summarized below:

- Tenderers should read the ToR carefully especially the scope of work, qualification, and evaluation criteria. It is expected that technical and financial proposals are in line with the ToR requirements including the evaluation criteria
- Tenderers technical proposal should include at least the company's profile, past experience, methodology for this project and the CV of the lead Engineer proposed for this project
- Tenderers are required to conduct site assessment of the 3 PSA plants to inform their technical and financial proposals
- The site assessment report should be included in the technical proposal
- Tenderers should note that the technical pass mark is 42 points out of 60 point. Tenderers who's technical score is below 42 points shall be deem not having the technical capacity to undertake this project and will not be considered at the financial evaluation stage
- Financial proposal share be scored over 40 point for only the technically qualified tenderers
- Tenderers should take note of the mandatory requirements in the Request for Proposal documents (page 5) and provide same as part of their proposal. This includes the

submission of the following: (Technical Proposal, Financial Proposal, Signed Bid Form, Company's incorporation Certificate, UNGM registration number and three reference/recommendation letters

- Bidders should submit their technical proposal and financial proposals as separate attachments in the bid submission email.
- All proposals should be submitted to the dedicated UNICEF Zambia bid email address **zambiasupply@unicef.org**
- The tender submission deadline is 27th December 2021 at 23:59hrs

Question and Answers

1. Can work completion certificate be submitted in place of the reference letters?

Ans: Yes, work completion certificate can be submitted but tenderers are advised to submit at least three reference/recommendation letter from past clients

2. What should be done with the technical finding during the site assessment

Ans: Tenders should articulate the technical finding from the site inspection in their technical proposal with recommendations. The site assessment report should be attached in the technical proposal.

3. How should the faulty or damaged components of the 3 PSA plant be presented in the proposal?

Ans: The site assessment report should indicate all the PSA plant parts that needs to be replaced or serviced at each site. This should be costed as part of the financial proposal

4. How will the routine servicing of the 3 PSA plant be done after the one-time repairs?

Ans: Tenders are requested to propose a 12-month routine servicing plan with a budget for consideration. This should be separate from the one-time repair cost for each PSA plant

Additional information to be shared:

1. Tenderers should use the bellow link for their UNGM registration:
<https://www.ungm.org/Account/Registration>

Closure

The meeting ended at 10:55am after the Q&A section. The meeting note will be posted on UNGM on 23rd December 2021

End: