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ITB/FJI/JPN/001/22 – Construction of EOC buildings in the Republic of Marshall Islands (RMI)

PRE-BID CONFERENCE MINUTES

Date: 12 April 2022
Time: 14:00 - 15:45 (Fiji/RMI time)
Venue: 1. Mir Hotel, Jakaro conference room
2. Zoom meeting ID: 210 819 0641

Participants:

1. Ms. Yoko Ebisawa, UNDP EDCR Project Manager (Fiji, Online)
2. Mr. Akmaljon Topivoldiev, UNDP EDCR Project Procurement Analyst (RMI)
3. Mr. Besh Nath Gilmore, UNDP EDCR Project Engineer (RMI)
4. Mr. James Myazoe, RMI Ministry of Works, Infrastructure and Utilities, PMU
5. Mr. Melvin Dacillo, RMI Ministry of Works, Infrastructure and Utilities, PMU
6. Mr. Albert Collantes, RMI Ministry of Works, Infrastructure and Utilities, PMU
7. Pacific International Inc. (RMI), 1 representative
8. A/C Construction (RMI) 3 representatives
9. Reeves Intl/CCB Envico (Australia), 3 representatives (Online)
10. IBCC (RMI), 1 representative
11. L&D Plumbing and Construction (RMI), 1 representative
12. GMA Construction (RMI), 1 representative
13. RMI Builders (RMI), 3 representatives

THE BRIEFING BACKGROUND:

UNDP Pacific EDCR Project has launched tender through the Invitation to bid - ITB/FJI/JPN/001/22 on 04 April 2022 to select a company for construction of Emergency Operation Center buildings in Majuro and Ebeye, the Republic of Marshall Islands. Any potential and interested company in this tender could attend this pre-bid conference scheduled for 12 April 2022 at 14.00 RMI/Fiji time. The objective of the pre-bid meeting was to provide brief on the construction project including site locations, tender requirements, UNDP terms and condition, review the tender document, registration and submission through e-tendering system and also to explain technical aspects of the schedule of requirements and specifications. Participants could also get responses to any question in relation to this competitive process.

AGENDA:

1. Opening by UNDP EDCR Project Manager
2. Opening by Ministry of Works, Infrastructure and Utilities
3. Introduction of participants
4. Presentation from UNDP Engineer on construction technical details
5. Detailed overview of Solicitation document, ITB.
6. Question and Answers
7. Closing remarks

THE KEY MEETING OUTCOMES:

Opening and Introduction.

UNDP “Enhancing Disaster and Climate Resilience” Project Manager, Ms. Yoko Ebisawa welcomed meeting participants and provided Project background information. The Project funded by the Government of Japan, was initiated in March 2019. In collaboration with the government of the Republic of Marshall Islands (RMI) the project aims to improve country’s preparedness, operational capacity and resilience to climate change and other geo-physical and climate related hazards. One of the main activities of the Project is construction of Emergency Operations Center buildings in Majuro and Ebeye, the Republic of Marshall Islands. As some of participants may be aware we have conducted this tender in 2021, unfortunately we did not get satisfactory result and therefore it is now re-announced.

Mr. James Myazoe welcomed participants on behalf of the Republic of Marshall Islands government and thanked participants of the pre-bid meeting. He acknowledged this importance of this construction project for the government of Marshall Islands and asked active participation of the potential bidders.

Mr. Melvin Dacillo, PMU Manager of the RMI Ministry of Works, Infrastructure and Utilities also welcomed meeting participants. He provided general information about this construction project, updated on COVID-19 situation in the country including applied measures and restrictions which shall be considered during preparation of the bid. This is second tender for this project and initial design documents were revised considering local circumstances, local practice and availability of materials. Mr. Dacillo also mentioned that the building requires high quality standards as it is to be one of the last standing buildings to operate even during emergency situations and high disaster resistance.

Introduction of meeting participants

After opening session all meeting participants were invited to introduce themselves. There were 4 participants in the Zoom meeting and 13 participants at the conference room of Ministry of Works, Infrastructure and Utilities. The list of recorded meeting participants is provided above, and detailed list is attached.

Presentation from UNDP Engineer on construction sites and technical details

The following main agenda items were provided to the participants:

- Country information and site locations
- Basic Elements of construction of building
- Master plan and technical overview of buildings
- Layout of building floors including sizes.
- Overview of drawings
- Overview of Bill of quantity items

It was recommended that during preparation of price proposal using Bill of Quantities, only the items which have quantities shall be priced. Price proposal shall be in accordance with the Bill of quantity document, and it is requested to submit separate PDF and Excel files.

Mr. Bhesh Gilmore stated that only few drawings and specification documents were shown in the presentation. Complete tender package includes all technical specifications and drawings developed by the Design consultant.

Detailed overview of Solicitation document

Detailed overview of the Invitation to bid document was provided by the Akmaljon Topivoldiev, UNDP EDCR Project Procurement Analyst.

The following important information and recommendations were provided:

- Partial bids are allowed only for complete lot and proposals for the part of the lot will be rejected.
- Site visit can be organized upon written request to the focal points for the local bidders or who has representatives in the Marshall Islands. For international bidders, the photo and video recordings can be provided upon request.
- Bid security is required in accordance with the ITB Document instructions in the Bid Data Sheet paragraph 13. Scanned copy shall be submitted in the E-tendering system and original shall be sent by mail to the UNDP address indicated in paragraph 22 of the Bid Data Sheet.
- Bidders are requested to confirm compliance to Performance security requirement of the ITB document and it will be requested only from the selected bidder.
- It was noted that advance payment is allowed only up to a maximum of 20% of contract value and if an advance payment is USD 30,000 and above, the Bidder shall submit a Bank Guarantee equal to the full amount of the advance payment.
- Please follow the Deadline for Submission indicated in e-Tendering system and in case of difference in other websites the system time will prevail.
- This tender is conducted through UNDP e-Tendering system, including bid submission and therefore, email or postal submission is not considered. E-Tendering system was introduced to increase transparency of UNDP Procurement processes and automate the competitive process, which has benefits both for UNDP and bidders. System will automatically send notifications about amendments, bid opening and further updates to all bidders. Detailed step by step instructions on e-Tendering system was provided in the Guidance sent along with the Invitation and uploading in all websites where this tender was announced. Try to submit the bid as early as possible to avoid any issues in last minutes. The system will not allow submit bids after the deadline. If you have any issues and difficulties, please first check provided detailed instructions or do write to the contacts provide in the tender document.
- As per tender document Contract award will be made on the Lot basis, however, UNDP may decide at its discretion to award Lots to different bidders to reduce risk of delivery or if not sufficient capacity of the bidder is identified to complete both lots on time. UNDP will award a contract on the lot-based evaluation results to the lowest priced technically responsive, eligible and qualified bid. Detailed evaluation criteria are provided in the Section 4 of the ITB document.
- Bidders are requested to submit a bid strictly using Returnable Bid Submission forms provided in section 6 of the ITB document. Please pay attention to the forms that some of the sections requires which supporting documents needs to be provided to verify provided information.
- UNDP prefers all queries, questions and clarifications shall be done in writing to the following contacts:

1. Akmaljon Topivoldiev, Procurement and Logistics Officer in RMI, email: akmaljon.topivoldiev@undp.org
2. Bhesh Nath Ghimire, UNDP Engineer, email: Bhesh.ghimire@undp.org

- It was also noted that bids shall be prepared and submitted using forms provided in the section 6 of the ITB document. Some of these submission forms require provision of supporting documents to the bid as evidence proving the information provided. Not submission of the bid using requested forms or not provision of supporting documents may lead to disqualification during evaluation process.

Mr. Melvin Dacillo additionally provided key points as per presented ITB document details:

- GRT issue shall be clarified and included in pre-bid meeting minutes. In case of agreement of UNDP and the government this issue shall be communicated to the bidders and applied with contract award.
- Composition of the required professional team was revised and decreased into 3 key experts based on local practice. Now we need Project manager, full time Engineer and Safety officer
- In terms of the required equipment, bidders need to include additional Scala Penetrometer Test.
- Payment terms will be revised and will be communicated additionally
- In case if bidder decide to submit a joint bid, JV agreement shall be submitted to support JV form.
- If you look at the ITB the tender allows JV bidders can meet eligibility requirements jointly.

QUESTIONS AND ANSWERS:

#	Questions	Answers
1	What is the deadline for submission?	As recommended earlier the deadline for Submission indicated in e-Tendering system shall be followed and in case of difference in other websites the system time will prevail. The system will not allow to submit a bid after closing time. The bid closing time is 03 May 2022 at 12:00 AM New York time or 16.00 Majuro time.
2	Is there possibility for extension?	UNDP may consider an extension of bid submission date if written request and justification is submitted during allowed bid clarification period, which is 5 days before closure date. If such request is received during last day or minutes the extension may not be granted.
3	Can bid security be provided from the Insurance company instead of Bank certified	Unfortunately, UNDP cannot accept bid and performance from the insurance companies. As per ITB Acceptable Forms of Bid Security 1. Bank Guarantee (See Section 6 for template)

		2. Any Bank-issued Check, Cashier's Check, Certified Check
4	You have mentioned that full contract amount will be paid to the Bank account of contractor and no tax or other reductions assumed. In the RMI all construction project payment subject to GRT (Gross Receipts tax) deduction and contractors receive less amount compared to invoice.	UNDP will not deduct any amount from the progress payments and in total full contracted amount will be paid to the contractor. It is a responsibility of the contractor to ensure that all local taxes required by the RMI legislation are considered in the bid, reported and paid.
5	Payment terms in the ITB includes only 5 progress payment, which is not practiced in the Marshall Islands, where monthly progress payment is a general practice.	UNDP may increase number of progress payments and also will discuss on possibility of applying monthly progress payment, which will be further communicated to all participants.
6	Is there will be full time inspector from UNDP side.	Yes, as mentioned earlier, the supervision will be conducted by full time engineers from the Ministry of Works in cooperation with UNDP Engineer. Mr. Albert Collantes has been hired as a full time Engineer to supervise this construction project AND Bhesh Nath Ghimire is UNDO Engineer.
7	ITB stated maximum allowed sub-contracting is 30 percent. Is that for sub-contractor or combined.	30 percent is total volume of works, which can be sub contracted. In case if it exceeds 30 percent, it is recommended to make and submit bid as a Joint venture.
8	Commencement date mentioned in the ITB is July 1 st . Is this strict requirement.	This date is UNDP expectation and plan. This may change depending on the actual outcome of the tender.
9	Can you provide a link where all design documents be downloaded?	Due to file size limitations, drawings and design documents can be downloaded from the e-Tendering portal only. Companies need to follow e-Tendering guidance note to obtain a access and download documents.

Notes:

Minutes of the meeting will be posted on the website. UNDP procurement notices and all relevant tender information will also be posted on the following portals:

1. UNDP Procurement Notices: https://procurement-notices.undp.org/view_notice.cfm?notice_id=89735
2. United Nations Global Marketplace: <https://www.ungm.org/Public/Notice/171687>
3. UNDP E-Tendering portal event ID: ITBJPN0122 (<https://etendering.partneragencies.org/>)

Prepared by: Akmaljon Topivoldiev, UNDP Pacific Office, EDCR Project Procurement Analyst

