



## United Nations Development Program (UNDP)

### MINUTES

of the Pre-bid online conference for the tender RFQ/054/22 -  
Supply and installation of solar panels in the country office of UNDP Uzbekistan

Date: October 11, 2022  
Time: 11:00 (Tashkent time)  
Venue: ZOOM (Meeting ID: 842 9433 0817)  
Participants: UNDP CO Procurement Unit, ITM team and interested companies

#### THE BRIEFING BACKGROUND:

UNDP Uzbekistan has announced the Request for Quotation (#RFQ/015/22) to select a company for the supply and installation of solar panels in the country office of UNDP Uzbekistan. In this regard, potential bidders were invited to the mandatory pre-bid conference, held on October 11<sup>th</sup>, 2022 at 11:00 (GMT +5) via Zoom. The main purpose of the pre-bid conference was to brief interested companies on terms and conditions of the tender, explain scope of work and respond to the questions of bidders pertaining to the solicitation document.

#### THE KEY MEETING OUTCOMES:

Procurement Associate, UNDP Uzbekistan CO – Inoyat Khamraev, gave meeting participants a brief information on purpose of the tender, terms, conditions and requirements to the bidders.

Green Energy Analyst, UNDP ITM, Copenhagen – Peter Lusi made presentation which covered information on ITM's goals, how they are achieved, steps to be made for green energy solution, expected outputs from the tender, technical part of the tender.

Also, bidders were informed on important deadlines of the tender.

During and after the presentation, UNDP staff received questions from participants. A big part of the questions were covered during the pre-bid conference. Other questions that left unanswered have been included in Q&A session below with respective responses.

It is important to note that there are a number of questions received through email. All questions raised during the pre-bid conference, before and after that through email, have been combined in the table below.

## QUESTIONS AND ANSWERS SESSION:

#	Questions	Answers
1.	Is the GOST 24045-94 NS 35-1000 profile brand that is installed on the roof or is it only used as an analogue for technical calculations?	This is the weight of the applied profiled flooring Weight of profiled flooring P2 according to GOST 24045-94 grade NS 35-1000-0.6 = 6kg/m <sup>2</sup>
2.	Is the slope of the roof the same everywhere?	According to the measurement drawings, the angle of inclination of the roof is the same everywhere
3.	Due to the presence of UNDP building backup power in the form of a diesel generator, is an automatic transfer unit installed in the building or is the building's internal network switched to backup power manually? The answer to this question will determine the decision to protect the diesel generator from counter power from the FES	A diesel generator with a capacity of 200 kW will be mounted together in the ATS and will be grounded to the hearth from the side of the right side face of the main building
4.	Big part of the solar panels are directed to the East, and these panels lose their efficiency after the noon. As a solution, the bidder is offering to raise the bottom of the panels for 50 cms and the angle (30 degree) must be made directed to the south. It will positively impact on efficiency of the panels.	Bidders can propose a different solution. Since for now we don't know what size panel bidders will use and we might not have a specific measurement on the exact distance. If you see how mentioned panels facing east side can be faced to the south for better PV production, we absolutely recommend to do it.
5.	According to our commercial offers, what percentage of prepayment will be paid by your organization initially?	The first payment in the amount of 30% of the total amount of the contract will be made after the delivery of solar panels. In general, the payment schedule looks as follows: <input checked="" type="checkbox"/> 30% upon complete delivery of goods. <input checked="" type="checkbox"/> 60% upon complete installation and commissioning of the system <input checked="" type="checkbox"/> 10% after first 3 months of the total 6 months of stabilization period. Maintenance <input checked="" type="checkbox"/> 1/3 at the end of the 1st year <input checked="" type="checkbox"/> 1/3 at the end of the 2nd year <input checked="" type="checkbox"/> 1/3 at the end of the 3rd year
6.	What is the AC capacity or inverter rating?	Minimum capacity - 85% of the installed solar panels capacity And inverter rating, at least 95% efficiency.
7.	If project documents for this tender is ready, but not verified by local authorities, will it be accepted?	Yes, absolutely. The main requirement here is - the offer must be compliant with local utility regulations and rules. It is fine to have permission from responsible authorities after contact award.
8.	There are antennas on the roof, they must be removed to increase the efficiency of the solar panels.	These antennas relate to Security Service of the UN. They cannot be removed. Bidders should propose solutions considering already installed antennas.
9.	Should we print out all documents and submit original ones?	You can either submit hard copy in envelope by using courier service to UNDP Uzbekistan CO address or by submitting your bid online to <a href="mailto:bids.uz@undp.org">bids.uz@undp.org</a> . Both submission options are accepted.

10	UNDP will check again with Danish colleagues (who drafted the RFP) regarding the capacity of the solar system. PLS ADVISE IF CAPACITY CONFIRMED	45 kwt is an assumption made based on the existing information. However, bidders can propose a different layout, but they have to provide at least 45 kwt peak installed capacity. Total rated power of panels should be 45 kwt.
11	UNDP made clear that financial criteria is an important factor. THERE IS NO BID EVALUATION PROCEDURE/WEIGHTING DEFINED IN RFP AND ANNEXES. PLEASE ADVISE IF AVAILABLE	As per RFQ terms, technically compliant quotation with the lowest price will be contract awarded.
12	UNDP requires vendors to submit not just a proposal, but complete project documentation already endorsed by respective local authority (Energy regulator). THIS IS NOT INDICATED IN RFP OR ANNEXES. IF THIS IS A REQUIREMENT FOR FOREIGN PROPOSALS, PLEASE PROVIDE DETAILS AND PROCEDURE TO FOLLOW	Please see question number 6 above. This was covered during the pre-bid conference as well.
13	Local authority endorsement actually takes minimum 3-4 weeks. UNDP realizes that it's an unreal requirement, therefore mentioned that if vendors fail to obtain the approval from a local authority before Oct 20th, extension MIGHT be granted – UNDP informs to provide the proposal as it is, and send the approval document when it's available.  PLEASE CLARIFY THIS REQUIREMENT	Documents can be submitted without local authority endorsement. It is fine to have permission/endorsement from responsible authorities after contact award.
14	Construction or refurbishment of a technical room is required as a component of project deliverables. (Section 3.4.4.1 and 2.5) does not indicate physical location of technical room whether existing or to be constructed. One option proposed by UNDP is to use current server room which has required temperature level, but UNDP is aware of limitations – size, poor mobile connection, etc. We are informed that UNDP is open to vendor's proposal on the location of technical room. 1) PLEASE CLARIFY POSSIBLE LOCATIONS AVAILABLE TO CONSTRUCT A TECHNICAL ROOM AND PROXIMITY TO GENSET. 2) PLEASE INFORM AREA AND LOCATION OF EXISTING SERVER ROOM AND SPACE AVAILABLE TO ASSEMBLE EMS FOR SOLAR SYSTEM. (INCLUDING IMAGES)	Option proposed by UNDP indeed has poor mobile connection, however, it has stable high speed internet, so it should not be an issue.  1) Constructing a new place for technical room is not possible. Existing building space must be used.  As for possible other locations (1) and information on server room (2), your company representatives took part in Mandatory Site Visit and inspected the building including current server room. The aim of participation in Mandatory Site Visit is to physically see and check all aspects for preparing quotation. We think that required information can be obtained from your representatives.  Server room dimensions: 6x3m  Photo provided - Attachment #1.
15	THE RFQ talks about video conference for bidder conference. It also talks about mandatory participation in bidders conference. PLEASE ADVISE IF PARTICIPATION IN BIDDERS CONFERENCE CAN BE REMOTE THROUGH VIDEO CONFERENCING OR CAN IT BE THROUGH BOTH	Video conference will be online only. Zoom link for this conference has been shared with participants including your company.

	REMOTE AND PHYSICAL PRESENCE.	
16	We understand the services of a simultaneous interpreter ENG/RUS will be provided, the conference will be also attended by UNDP's Danish colleagues. PLEASE ADVISE IF BIDDER CONFERENCE WILL BE CONDUCTED IN ENGLISH AND THAT WE HAVE CORRECTLY UNDERSTOOD THE ARRANGEMENT	The conference has been conducted both in Russian and English. Simultaneous interpretation services for both languages has been rendered.
17	Photos were not permitted during the site visit but UNDP informs that additional photos can be provided upon request. PLEASE CONFIRM AND COMMUNICATE ADDITIONAL PHOTOS AVAILABLE OR WHERE SPECIFIC REQUESTS CAN BE MADE BY BIDDER	Upon request photos can be provided, if requested location doesn't contradict security issues.
18	Information provided at the site visit informs the actual load margin is 306 kg/m2 and when installing solar panels, the carrying capacity of the roof is not affected and no reinforcement is required. UNDP ARE KINDLY REQUESTED TO PLEASE CONFIRM 1) THIS STATEMENT MAY BE CONSIDERED AS APPLICABLE WHEN DESIGN LOADING OF PV ARRAY STRUCTURE IS DETERMINED, AND THERE IS NO CONTRACTOR LIABILITY IF THIS LOAD MARGIN IS RESPECTED AND 2) THIS STATEMENT ALREADY TAKES INTO CONSIDERATION THE SNOW/WIND LOADS INDICATED THE TECHNICAL REPORT	<ol style="list-style-type: none"> <li>1) This statement was made after thorough analysis of the roof by responsible contractor.</li> <li>2) Indicated load considered including snow/wind loads.</li> </ol>
19	Information provided at the site visit informs there is no elevator (lift) and stairs are used for access. Details are apparently provided in Technical Annex provided in Russian only. UNDP ARE REQUESTED TO CLARIFY ARRANGEMENT PROPOSED FOR LIFTING MATERIALS SUPPLIES TO THE ROOFTOP ZONES TO BE EQUIPPED. IS THIS PLANNED TO BE IA STAIRS OR EXTERNAL CRANE.	Depends on proposed solution of the vendor. Usage of crane can be considered as long as contractor is responsible for performing works in accordance with the HSE legislation of the Republic of Uzbekistan.
20	We are informed at the site visit that UNDP can share an Electrical Single Line Diagram of the Site from the site in charge. WE KINDLY REQUEST UNDP PROVIDE THIS DIAGRAM	Since this diagram is a sensitive/confidential information, it cannot be shared publicly. But there is an option to show original diagram physically to representative of the company. Hope for your understanding.
21	We are informed at the site visit that UNDP can share an energy audit report, but this report does not include loads associated with electric vehicle charging. UNDP ARE KINDLY REQUESTED TO PROVIDE AUDIT REPORT (ENGLISH) AND TO INFORM NUMBER OF ELECTRIC VEHICLES TO BE CHARGED AND PLANNED LEVELS OF USAGE OF ELECTRIC VEHICLES (KM/DAY?)	<p>Energy audit report will be provided together with pre-bid conference minutes.</p> <p>Attachments 2; 2.1.</p> <p>Currently there is one EV in UNDP. Charging is done once/twice a week depending on km driven. The range of EV usage varies from 30 to 80 km/day. Monthly average consumption of EV charger is 61 KW.</p>

22	We are informed at the site visit that Material Loading / Unloading Possibility and security of stored materials is very limited on site, no proper space available for storage. UNDP made clear that it would be the responsibility of the vendor to find / arrange proper storage / warehouse for materials. WE KINDLY REQUEST THAT UNDP INFORM IF ALTERNATIVE WAREHOUSE IS AVAILABLE IN PROXIMITY OR OTHER OPTIONS AVAILABLE	Any warehouse with proper conditions for solar panels can be considered. These expenses can be included in your offer.
23	We are informed at the site visit that photos of electrical panel for connecting the PV system, the distance local of the panel in the complex and information on existing lightning protection and grounding arrangements can be provided upon request. WE KINDLY REQUEST UNDP PROVIDE THIS INFORMATION	Will be provided together with pre-bid conference minutes.  Attachment #3.
24	We are informed at the site visit that Mobile connection at the preliminarily proposed technical room (currently server room) is bad, and there is almost no signal, internet connection is very stable. UNDP IS KINDLY REQUESTED TO CONFIRM THAT 1) IF THE TECHNICAL ROOM IS LOCATED IN THE CURRENT SERVER ROOM, THAT THE SCADA SYSTEM CAN BE CONNECTED TO THE INTERNET NETWORK OR 2) IF THE TECHNICAL ROOM IS CONSTRUCTED AT ANOTHER LOCATION, GSM SIGNAL STRENGTH IS GOOD AND CONSISTENT.	Please see the reply to question #14
25	What is the height of the trees surrounding the building	Around 15-20 meters.
26	Please provide GA of the existing shed structure in English language	Will be provided together with pre-bid conference minutes. Attachments 4; 4.1.
27	Please provide Electrical SLD of the UNDP facility	Please see the reply to question #20
28	Indicate location of Electrical panel, proposed Inverter and distance between the LT panel to the Solar PV Modules	It was covered during the Mandatory Site visit. Please obtain the information from your representatives who participated in Mandatory Site visit. Please note that required position is expected to be determined during the development of the proposal.
29	Indicate locations of Earthing & L.A positions	The main grounding center is located at a distance of 8 meters from the right side facade of the main building. It was covered during the Mandatory Site visit as well. Please obtain more detailed information from your representatives who participated in Mandatory Site visit.

**NOTES:**

1. Minutes of the conference will be posted at the following website:

UNDP Procurement Notices: [https://procurement-notice.undp.org/view\\_notice.cfm?notice\\_id=95718](https://procurement-notice.undp.org/view_notice.cfm?notice_id=95718)

UNGM.org: <https://www.ungm.org/Public/Notice/182615>

2. Questions on tender must be sent in writing to [pu.uz@undp.org](mailto:pu.uz@undp.org) prior to bids submission deadline.

3. Share recording with viewers:

<https://undp.zoom.us/rec/share/BpMJlloGig8bN2hJaGRIfIfGp8CL2ePZUoKuSFS7ovmRYZ4z8E5MrxGhiWHhwdY-.cb76-lprATU7Qtx6?startTime=1665468234000>

Passcode: xF@y?^1P