

Pre Bid Meeting/ Site Visit Minutes

Project: Eco-friendly and Sustainable UNOPS South Asia Multi-Country Office through Green Initiatives

Clarifications/Pre-bid meeting for the Supply, Delivery, Installation, Testing and Commissioning of Solar Power System for UNOPS Sri Lanka Head Office.

[RFQ Case No: RFQ/2023/45304]

Date: 06.02.2023

Time: 11.00 AM

Venue: Conducted as a virtual meeting in Google Meet.

Attendees:

1. Project Manager (PM) – UNOPS
2. Consultant Electrical Engineer – UNOPS
3. Site Engineer - UNOPS
4. Bidders

The participating bidders were welcomed by the Project Manager (UNOPS) and each bidding representative was asked to introduce themselves and their respective companies. This was followed by an explanation regarding the purpose of the meeting and explanation on the project requirement.

After the above briefing the Project Manager (UNOPS) conducted a comprehensive awareness of UNGM new supplier registration and UNOPS e-Sourcing vendor submission guidance. The participants were guided on how to get registered in UNGM, download RFQ documents, send clarifications, upload Bid documents, etc.

Finally, the floor was opened for Q&A session and discussed points are mentioned below,

Q: Is it necessary to couple the proposed system with a generator as well in addition to CEB and Battery as this may be difficult to synchronize.

A: It was stated that the coupling to the generator is a mandatory requirement as it will be utilized when all other power sources are inadequate.

Q: Is it possible to provide a combination of multiple inverters which meet the required capacity instead of one single inverter?

A: It was stated that the multiple inverters will not be accepted.

Q: Will it be possible to obtain the technical details (brand, model etc.) of the existing inverter?

A: It was stated that the necessary information can be obtained during the site visit.

After the Q&A session, the Project Manager (UNOPS) thanked all participants for their valuable time in the pre-bid meeting and invited all for the pre-bid site visit to be conducted on 07th February 2023, 11.00 am (Sri Lankan Time).

The meeting was then concluded at 11.45 am.

Site Visit Date: 07.02.2023 Time: 11.00 AM

Several Bidders participated in the site visit which was conducted on the 07 Feb 2023. The requested clarifications addressed during the site visit are mentioned below

Q: Is it necessary to install the ATS panel for CEB and the generator system?

A: It was stated that the ATS Panel is a mandatory requirement.

Q: Are the civil works and MEP works included in the scope as well?

A: Yes. Entire scope (as per drawing, BOQ & Specifications) should be carried out by the selected supplier.