

Pre-Bid Meeting Minutes for Engineering Service for Technical Assessment and Design of Public Water Infrastructure Systems	
Date: Thursday, 16 March 2023, 11:00 AM to 12:00 PM	
Venue: UNOPS Meeting Room/Google Meet	Minutes taken by: Eliana Banze, UNOPS KEMC, Pemba.
Attendees: UNOPS KEMC <ol style="list-style-type: none">1. Solomon Kuliche2. Ramesh Singh3. Thomas Blaich4. Eliana Banze	<ol style="list-style-type: none">1. EGC - Engenharia, Gestão e Consultoria - António Marrufo2. Nyeleti Engenharia - Edmilson Pave, Patrícia Jaieia3. Tecnica Engenheiros Consultores, Lda - Zito Carlos4. HMR Consultores Lda - Kenny Cátia, Bento Armenio5. Nippon Koei Mozambique and Engidro - Artur Soares6. Aquatro, Lda - Roberto O. da Silva, Yaniky H. Machanguana7. Zutari Mozambique Lda. - Nuno Ramos8. CMAE Arquitectura e Engenharia Lda. - Carlos Menezes
Agenda: <ol style="list-style-type: none">1. Clarifications for bid documents2. Any other business	

#	Topic	Action/Output
1.	Clarifications for bid documents.	
1.1	Introduction	<p>A brief summary of the Request for Quotation (RFQ) documents was presented, during which the following points were highlighted:</p> <ul style="list-style-type: none"> • The RFQ refer to the engineering service for technical assessment and design of public water infrastructure systems in the districts of Macomia, Mocímboa da Praia, Muidumbe, Palma and Quissanga in the province of Cabo Delgado, Mozambique; • The attendance to the pre-bid meeting is not mandatory but it is highly recommended in order to avoid mistakes in the submission of the returnables; • The bids should be submitted by 23 March 2023.
1.2	Additional information	<ul style="list-style-type: none"> • One team leader should be assigned for 1 (one) lot, i.e., in case a bidder submits proposals for more than 1 (one) lot, the team leader should be exclusive to each lot; • In case a bidder submits proposals for more than 2 (two) lots, the key personnel and equipment should be exclusive to each lot; • The bidders should abide to economy of scale when assigning the remainder of the personnel; • The rates for man hours should be specified in the Bill of Quantities (BoQ) excluding VAT; • Flights from Pemba to Palma should not be quoted as they will be provided by UNOPS.
1.5	Queries and Answers	<p>Q.1 The bidders requested that the deadline for the submissions of the proposals should be extended in one week, as the time currently set is too short;</p> <p>UNOPS Response: Deadline for bid submission is extended : 03 April 2023, 5:00PM, Mozambique time;</p> <p>Q.2 The bidders presented concern over security risks associated to the attacks perpetrated by the Non-Government Armed Forces.</p> <p>UNOPS Response: UNOPS will be continuously monitoring the security risks and threats in the sites locations, and advising and granting or rejecting mobilisation clearance to the awarded</p>

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		<p>bidders;</p> <p>Q.3 The bidders requested clarification on whether the team leader should be a mechanical or a civil engineer.</p> <p>UNOPS responded: Team leader can be either one of them, as long as they have the required experience in water supply infrastructure projects.</p>
2.0	Any Other Business	
2.1	Changes to the RFQ	Should there be any changes to the submission deadline, schedules and information to the RFQ, UNOPS will communicate them to the bidders through the UNGM platform and electronic correspondence.