



Pre-bid Meeting

Construction of Four Primary Schools in Tigray Region, Ethiopia

RFQ Ref.: EMCO/ETH/RFQ/2023/055

Venue: Google Meet / Virtual

Time: 10:30 A.M to A.M (Addis Ababa Time)

Date: August 08, 2022

Addis Ababa Ethiopia

Pre-bid Meeting Presentation Outlines

- ❑ General Tender Information
- ❑ Overview on the Scope of the Works (SOW) and Sites Location
- ❑ UNOPS Health and Safety; and environmental requirements
- ❑ UNOPS Eligibility and Formal Requirements
- ❑ Technical Requirements: “Returnable Bid Schedules” submissions
- ❑ Proposed Key Personnel Submission Form (in Excel and PDF)
- ❑ Essential Equipment / Construction Machineries Requirements (in Excel and PDF)
- ❑ Precaution when Submitting Priced BoQ
- ❑ Important dates and Contract Duration for the Construction Works
- ❑ Conditions of contract (Performance bond, Liquidated Damaged - LD)
- ❑ Important Lessons from Previous Tenders
- ❑ Questions and Clarifications Session

General Tender Information

- ❑ **Description of the Works: Construction of Four Primary Schools in Tigray Region, Ethiopia**
- ❑ **Bid Reference: [EMCO/ETH/RFQ/2023/055](#)**
- ❑ **Tender Posting Date: [August 01, 2023](#)**
- ❑ **Deadline for Clarification: [August 11, 2023](#)**
- ❑ **Bid Closing Date: [August 15, 2023 @ 01:00 PM Addis Ababa Time](#)**
- ❑ **[PUBLIC BID OPENING](#) is not Applicable**
- ❑ **Bid Currency is in [USD](#)**
- ❑ **Contract Award Criteria: [Lowest Evaluated Priced Bidder of the Substantially Compliant Bid](#)**

General Tender Information . . .

- ❑ Bid Validity: **It is for a period of 90 days from the date of Bid Closing**
- ❑ Defect Notification Period (DNP): **It is 12 months (365 calendar days)**
- ❑ Bid Security: **It is not required**
- ❑ Bank Guarantee for Performance: **5 % of Accepted Contract Amount upon award in USD**
- ❑ Advance Payment: **20%**
- ❑ Attendance for Clarification/Pre-bid Meeting **IS NOT MANDATORY** for this RFQ Tender hence **no bidder will be disqualified** due to non attendance of this pre-bid meeting
- ❑ Group site visit **WILL NOT BE HELD** but strongly advised bidders to conduct own site inspection before submitting the bid for a competitive bids

Purpose of the Project

- **Purpose of Project:** Construction of Four Primary Schools in Tigray Region, Ethiopia
- Construction of Classroom building with two blocks, administration building and gender separated Toilet Buildings
 - LOT 1: Hareko Primary School
 - LOT 2: Megab Primary School
 - LOT 3: Mariam Zala Primary School
 - LOT 4: Jijike Primary School
- **Who involved:** The World Bank and the UNOPS-ETMCO as implementing partner.

Project Location - LOT 1 - Hareko Primary School



- **LOT-1: Hareko Primary School** - Hareko primary school is located in Hintalo Woreda, (13.1832900N, 39.3591390E) 45km from the town of Hintalo along main road + 25 Km gravel road from Adigugum town

Project OutPuts

Project Output: LOT 1 -Construction of Classroom and Toilet Building for Hareko Primary School

Construction of Classroom Building with two blocks comprising of 6 classrooms and Construction of a hybrid type toilet. The work includes water supply system, sanitations and electrical installation systems all as shown on the drawings and bill of quantities.

Project Location - LOT 2 - Megab Primary School



- **LOT-2: Megab Primary School** - Located in Hawzen Woreda, at a geographical coordinates of 13.936111°N, 39.378453°E Megab primary School is 40Km from Mekelle along the main road + 35 Km rough road from Wukro town to the West in Megab town.

Project Output: LOT 2 - Construction of Classroom and Toilet Building for Megab Primary School

Construction of Classroom Building with two blocks comprising of 6 classrooms and Construction of a hybrid type toilet. The work includes water supply system, sanitations and electrical installation systems all as shown on the drawings and bill of quantities.

Project Location - LOT 2 - Megab Primary School



LOT-3: Mariam Zala Primary School - Mariam-Zala primary school is located in Hawzen Woreda at a Geographical coordinates of 13.971235°N, 39.337402°E in. The main access to the compound is an unpaved road on the north east side of the perimeter. 40Km from Mekelle along the main road + 42 Km rough road from Wukro town to the West.

Project OutPuts

Project Output: LOT 3 - Construction of Classroom building with two blocks, administration building and gender separated Toilet Buildings for Mariam Zala Primary School

Construction of two blocks for 8 classrooms, an administration building and gender separated hybrid type toilets. The work includes water supply system, sanitations and electrical installation systems all as shown on the drawings and bill of quantities.

Project Location - LOT 4 - Jijike Primary School



- **LOT-4: Jijike Primary School** - The school is located in Jijike Town in a geographical coordinates of 13.502900°N, 38.859461°E; 65Km from Mekelle along the main road to Abiy Adi town + 45 Km rough road from Abiy Addi to the South (Tembe Desert).

Project OutPuts

Project Output: LOT 4 - Construction of Classroom building with two blocks, administration building and gender separated Toilet Buildings for Jijike Primary School

Construction of two blocks for 8 classrooms, an administration building and gender separated hybrid type toilets. The work includes water supply system, sanitations and electrical installation systems all as shown on the drawings and bill of quantities.

Health & Safety and Environmental (HSE) Requirements

□ Purpose

- Prevent accidents, improve health and safety at the construction site through standard procedures, awareness and education
- The UN secretary General has stipulated that **all UN entities should have HS Management Systems**
- **UNOPS Health & Safety and Environment Management Plans** shall be applicable

□ Personal Protective Equipment (PPE)

- **High visibility jacket/vests, safety helmets and safety footwear** (incorporating steel toe-caps and mid-sole) must be worn at all times.
- **Safety goggles** for protection during all cutting, grinding and drilling operations or where there is risk from impact, dust, chemicals or hot metal.
- **Ear protection** during all operations which produce noise above the level at which you need to raise your voice to be heard. Gloves during concreting work.
- **Stocks of all necessary PPEs** should be held on site and be made available by winning Contractor/bidder.
- Contractor and Sub-contractor Managers are responsible for **briefing their own workforce.**

UNOPS Eligibility and Formal Requirements

- Bidder is eligible as defined in the document Section I: Instructions to Bidders, Article 4
 - 1.1 A Bidder **shall not have conflicts of interest** (refer the detail under Article 3).
 - 1.2 A Bidder **is not included in any** UNOPS, UNGM, World Bank, and/or UNOPS Partner Ineligibility List (refer the detail under Article 3)
- The bid is complete, i.e., all documents and technical documentation requested in Section I: Instructions to Bidders, Article 11 [Content of Bid Submissions] have been provided and are complete.
- The bidder accepts conditions of the Contract as specified in Section III: Conditions of Contract.
- Bidder has Renewed Business License for **2023 GC (2015 EC)** and Tax Registration Certificate(s) from appropriate Government Authority

UNOPS Eligibility and Formal Requirements

- ❑ Bidder shall be graded from **GRADE ONE** to **GRADE FIVE G/BC CATEGORY** as well as **Certificate of Competence (CoC)**
- ❑ Bidder Confirmed the Quotation is Valid for the period of **90 days** from the date fixed for the submission deadline
- ❑ Bidder has submitted duly Fill out **DRiVE Supplier Sustainability Questionnaire_2021**
- ❑ Bidder shall submit one or more of documents to demonstrate its commitment and embedding sustainability into its own operations as well as Construction projects.
- ❑ Bidder accepts **UNOPS General Conditions of Contract** as specified in Section IV: Contract Forms
- ❑ Awarded Bidder shall provide Tax Declaration for all payments after IPC 1

QUALIFICATION CRITERIA

- the bidder has sufficient liquidity, demonstrated by the ratio of “average current assets / current liabilities” for any of two (2) years over the last five (5)] years which must be equal to or greater than one (1) or the bidder has access to a line of credit or bank overdraft or other financial means to meet a working capital/cash flow requirement of [4 Million ETB /75,000 USD] for Single LOT and [8 Million ETB/ 150,000 USD] for Two LOTs (should the bidder be selected).
- The bidder has an annual turnover of minimum 25 Million ETB / 700,000 USD] for a single Lot in any one of the last [five (5)] years.
- For two (2) Lots, the annual turnover of minimum 50 Million ETB/ 1.4 Million USD in any one of the last five (5) years.

QUALIFICATION CRITERIA

- ❑ The bidder has been in continuous business during the last [one (1)] year.
- ❑ For bidders in Tigray Region- The bidder has been in continuous business before the conflict. That is during the 2019 and 2020 year
- ❑ The bidder has experience successfully delivering similar two (2) construction works contracts during the last [five (5)] years prior to bid opening.
- ❑ Multiple contracts
- ❑ The RFQ includes a total of four (4) Lots. A bidder is allowed to participate a maximum of two (2) lots. The distinct criteria to evaluate all the four lots remain the same. However, since the works will be carried out concurrently, bidders with two (2) lots will be required double of the criteria requirements set for a single lot.

Returnable Bid Schedules . . .

- ❑ **SCHEDULE 0: RFQ SCHEDULES**
- ❑ **0.1 Quotation Submission Declaration**
- ❑ **0.2 Bidder's Information**
- ❑ **0.3 Joint Venture Partner Information**
- ❑ **0.4 Capacity and Experience**
- ❑ **0.5 Format for Resume of Proposed Key Personnel**
- ❑ **0.7 Performance Statement**
- ❑ **0.9 DRiVE Supplier Sustainability Questionnaire**
- ❑ **0.10 Dispute Details**
- ❑ **0.11 Acknowledgement of the Addenda**
- ❑ **0.12 Quotation/No Quotation Confirmation**
- ❑ **0.13 Quotation Checklist**

Returnable Bid Schedules . . .

SCHEDULE 1: CONTRACT DETAILS

- 1.2 Details Provided by the Contractor

SCHEDULE 4: CONTRACT SCHEDULES FROM THE BIDDER

- 4.1 Quantities and Rates
 - 4.1.A Bill of Quantities
 - 4.1.B Daywork Schedule
- 4.2. Programme
 - **Returnable Bid Schedule 4.2 - Preliminary Programme:** Preliminary Programme: The bidder's preliminary program demonstrates the bidder's capacity to plan and programme the works within timelines that are consistent with industry practice and the project's specific requirements. The successful bidder will be expected to complete the Works within **Ten (10) months from the date of commencement.**
 - It is advised it shall be prepared in **MS Excel or MS Project** which demonstrates the Bidder's capacity to identify the core or sensitive tasks/components of the works

Returnable Bid Schedules . . .

- **4.3 Method Statement**
 - The **Outline Statement of method statement must clearly demonstrates** the Bidder's capacity to identify the core or sensitive components required to complete the works within the required quality expectations and indicated the approach that the Bidder intends to use in order to execute those component
- **4.4 Key Personnel**
- **Returnable Bid Schedule 4.4 – Project Team and Organizational Structure:** The minimum requirement of the key personnel and **CV's shall be attached to verify the experience of the bidder's personnel**
 - 6.1 Project Manager – One
 - 6.2 Site Engineer – One
 - 6.3 Sanitary Engineer – One
 - 6.4 Electrical Engineer – One
 - 6.5 Land Surveyor – One
 - 6.6 Health & Safety & Environment Project Officer - One
 - 6.7 Lead General Foreman – One

Returnable Bid Schedules . . .

- **4.5 Organizational Structure**
- **4.6 Subcontractors**
- **4.7 Contractor's Equipment and Machinery**

Essential Equipment /Assets: bidders must demonstrate **adequate ownership** of the minimum required Assets and/or Machineries listed in the SoWs

- ❖ Concrete mixer (750 litre) - One
- ❖ Dump trucks – 14m3 capacity - One
- ❖ 4 WD Pickup (5 seats) - One
- ❖ Metal Scaffolding & shuttering - 250 m2 - One
- ❖ Plate compactor (Minimum plate size of 400mm x 400mm and weight min 50 Kg) - Two
- ❖ Concrete vibrator (Hose size of 80mm - 100mm) - Two
- ❖ 5000 lts water tanker - Two
- ❖ Water Pump Minimum 8m Suction Head - One
- ❖ Survey Equipment (Total Station) - One
- ❖ Diesel Generator Minimum size of 10 KVA - One
- ❖ Welding machine - One

- **4.8 Sources of Naturally Occurring Materials**
- **4.9 Insurance Details and Insurances**

Precaution when Submitting Priced BoQ

- INSTRUCTION WHEN SUBMITTING PRICED BOQ
 - You are **not allow to change any work description** on this sheet
 - You are only required to fill in the cells **“Rate/Unit Price” in USD**
 - Upon filling in the Rate and/or Unit price, all other **calculations will be done automatically**, meaning you do not have to temple with any other cell within this spread sheet
 - The summary sheet will also be fill in automatically
 - At the bottom of the **BoQ sheet, you are require to fill & sign to authenticate**
 - Please note that this BoQ forms is part of the “Returnable Bid Schedules” and as such should be return (**both the printed and duly signed form; and the Excel Soft copy for Arithmetic check**) along with all other documents when submitting your tender.

Important Issue to be Focused: **Upon Contract Award**

- Prospect Bidders/Contractors shall bear in mind:
 - **Bid Validity should be 90 days**
 - Duration of the contract is **10 months**
 - **Bank Guarantee for Performance is 5%** of contractual value upon contract award
 - **Detail Work Plan shall be** prepared and forward for acceptance at the start of Works within **ten working days**
 - Delay Damages for failure to complete the Works within the Timeframe for Completion i.e., **Liquidated Damage (LD)**
 - **Whole of the Works: 0.1% per day** excluding the Substructure amounti up to 10% contract value

Important Issue to be Focused: **Upon Contract Award**

- **Defect Notification Period (DNP) is 12 months** i.e., 365 calendar days
- Once the equipment brought to a site, it **shall not be removed without** the Project Engineer's consent
- All construction equipment and/or machineries **MUST** be available at the Project Site
- **Signed Priced BOQs and their respective Excel Sheet** shall be submitted along with returned bid document
- Construction progress will be closely monitored and the contract will be terminated if the acceptable progress against the plan is not made
- Payment will be made as per the **Construction Contract for Small Works Agreement**

Important Lessons from Previous Tenders

❑ **Issues:**

- ❑ Prospect Bidders/Contractors **FAIL** to compile all compulsory documents required in the respective RFQ such as **Legal Documents and GC/BC Certificate of Competence**
- ❑ “Returnable Bid Schedules” either **not signed or stamped** by authorized Signatory and/or bidder’s corporate seal as well as Bid Documents do not seem fill out by competent staff who well understands the bidding instructions and required supporting documents
- ❑ **FAIL to submit Key Personnel CVs along testimonials** which meet minimum UNOPS qualifications
- ❑ **FAIL** to provide detail Work Programme supported by **MS Project**; and Outline Statement of Proposed methods
- ❑ **FAIL** to attach Proposed Essential Equipment Certificate of Ownership, Purchase Receipt or Lease Agreement that properly reflect **UNOPS REQUIRED SPECS**
- ❑ **FAIL** to attach bidder’s **Health and Safety as well as Environmental** policy documents

Important Lessons from Previous Tenders

□ Issues . . .

- **FAIL TO PROPERLY NAME THE FILES** of “Returnable Bid Schedules” resulted delay in technical evaluation
- Prospect Bidders/Contractors tend to wait up until the bid closing date and **rush at last hour** hence **fail to upload either all “Returnable Bid Schedules”** or missed the tender
- **FAIL to thoroughly conduct local construction materials and labor market prices** hence **end up EXAGGERATED UNIT RATE** against prevailing market price and UNOPS Engineer Estimate (EE). This subject the Tender to Cancellation.
- **Fail to use CORPORATE EMAIL ACCOUNT in their UNGM Profile** instead tend to use commercial account such as [@gmail.com](#); [@yahoo.com](#); [@Hotmail.com](#); . . .

Thank You

Question and Clarification Session



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