

**Pre bid Meeting Minutes****Date:** August 08,,2023**Time:** 10:30am to 11:58 am**Venue:** Google Meet**Works Description:** Pre bid meeting for Construction of Four Primary Schools in Tigray Region, Ethiopia**Tender Reference:** EMCO/ETH/RFQ/2023/055**Agenda**

Attendance of the participants

Introduction of participants

Introduction of UNOPS team

Explanation of the pre bid meeting

Explanation of the RFQ requirements for submitting successful bid

Question and Answer Session

**Bidders Attendance:**

24 representatives attended the pre-bid meeting.

**Discussion**

The Pre bid meeting started at 10:30 am. Procurement officer has welcomed the participants and the UNOPS team has introduced themselves. Participants have introduced themselves.

UNOPS representatives have presented the following

- General Tender Information
- Scope of Works
- Project Location
- Project Output
- Health and Safety and Environmental requirements
- UNOPS Eligibility and Formal requirements
- Returnable bid schedules
- Precaution when submitting of Priced BOQs
- Important issue to be focused upon contract award
- Important lessons from previous tenders

During the discussion the following points were emphasised:

**General Tender Information**

The bid was posted on August 01, 2023 and the deadline for clarification is on August 11, 2023. Bid closing date is on August 15, 2023. We will inform bidders if there's any change.

- We don't provide public openings.
- Bid Currency is in USD
- Advance 20% will be provided
- Contract Award Criteria: Lowest Evaluated Priced Bidder of the Substantially Compliant bid
- Evaluation Criteria: Some of the evaluations are pass/ fail
- The project is financed by The World Bank
- Bidders are advised to submit their documents before the deadline at the UNOPS Mekelle Office.

### **Scope of works**

The project includes Construction of Four Primary Schools in Tigray Region, Ethiopia . Detailed Architectural, Structural, Electrical and Sanitary drawings are provided on the RFQ.

### **Project Location per LOT**

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

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

**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. 40 Km from Mekelle along the main road + 42 Km rough road from Wukro town to the West.

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

### **Project Outputs**

**The program shall include the construction of the following facilities in four different locations in four lots**

LOT-1: Hareko Primary School - Construction of Classroom Building with two blocks comprising 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.

LOT-2: Megab Primary School - Construction of Classroom Building comprising 4 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.

LOT-3: 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.

LOT-4: 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 and Safety Environmental Requirements

UNOPS has provided health and safety training for the contractors. We advise our partners to implement the training on site. Contractor must provide Personal Protective Equipment (PPE) for the workers. Once the contractor has been awarded for the bid we will share the health and safety plan and the contractor is advised to plan and appoint personnel to train and implement the health and safety training on site.

#### UNOPS Eligibility and Formal Requirements

- We conduct bidder eligibility internally
- The bid documents has to be fully completed
- The bidder must accept the conditions of contracts
- Bidder must have renewed business licence for 2023 and Tax Registration certificate from Government Authority
- Bidder has to provide Renewed Certificate of Competence (Grade 1 to 5)
- Bidder has to confirm 90 days validity period

|    | Bidders' Requests   | UNOPS Clarification  |
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| 1. | The Submission requires hard copy and soft copy documents to be submitted, Can we send our quotation Via the secured email? | Considering the internet connectivity in Tigray, the tender is instructed to be submitted by mail or personal delivery to the UNOPS Office in Mekelle only. Email submission is not permitted. |

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| 2. | Kindly clarify the means of submission, what do you mean by soft copy, if we have to do the submission in person?      | As indicated on the tender particulars the submission will be in person by providing hard copy of Duly signed and stamped tender documents and a soft copy of the mandatory Bill of quantities on a flash drive in a sealed envelope. |
| 3. | The technical evaluation criterias are pass or fail, how will they be measured if there are no numeric measures to it? | The technical evaluation will be conducted based on the requirements and all the minimum criterias must be met. For historical documents we will check and clarify as necessary.  |
| 4. | Bid Validity for 90 days, If there is no bid security required what is the bid validity for?                           | Bid security is not required as stated in the tender documents and the meeting presentations. The 90 day bid validity requirement is for the  |
| 5. | Do we only submit a soft copy of the bill of quantities? Or are we required to submit a signed and stamped BOQ?        | Yes, both duly signed and stamped BOQ and soft copy of BOQ's on a flash drive is expected along with the submission.  |

Meeting completed at 11:48 am