

# Pre-Bidding Meeting Minutes

**Subject:** Request for quotation for the Restoration of Arkas Gymnasium in Mykolaiv city, Ukraine – RFQ ref. No.: RFQ/2024/51507

**Date/Time:** 14 May 2024, 14:00 Kyiv time

**Method/Place:** Google Meet, Kyiv, Ukraine

## UNOPS Participants:

1. Volodymyr SENKIV, Senior Procurement Officer
2. Vitalii NAZARENKO - Civil Engineer
3. Hryhoriy Komisarov - Civil Engineer
4. Oleksandr MAKOVYEV - Civil Engineer
5. Svitlana Zakrynytska - Deputy Project Manager

## Brief Summary of the Clarification Meeting:

Representatives of 11 interested companies participated in the Pre-Bidding Meeting. During the course of the meeting UNOPS colleagues elaborated on the technical and administrative aspects of the Solicitation package. Special attention was given to the following and articulated to participating bidders:

- Background of the Project “Restoring Communities and Social Infrastructure”;
- VAT-exempt nature of this activity, in accordance with the available and valid International Technical Assistance Project Registration Card (to be shared with the awarded bidder). It is worth mentioning that Bidders should prepare the BOQ and total cost of the bid without own VAT, while the VAT already paid/incurred (for materials, consumables, subcontractors, etc.) is not subject to exemption and shall be included in the rates/costs;
- Completeness of requirements (partial quotations are not allowed);
- Details of the BOQs. Bidders are required to fill in Unit Price column and should not amend any quantities as they correspond to the Design documents;
- Possibility to visit the facility again on 17 May 2024 upon prior notice and coordination of access with the UNOPS Engineering Team. This will be covered in the respective RFQ Amendment via UNGM;
- Content of the Solicitation Package and its structure;
- Particulars, deadlines and forms of bid submission;
- Evaluation methodology, criteria and process, as well as equal treatment of all bidders. Attention of bidders was drawn to the need for having experience in successful implementation of similar two (2) construction works contracts on restoration of the architecture monuments/heritage sites of similar size (2000 m<sup>2</sup> or more) during the last five (5) years prior to bid opening. Alternatively, bidders may provide Key Personnel members (e.g. Project Manager and/or Site Civil Engineer and/or Foreman/Construction Manager, etc.) with proven successful experience in (2) construction works contracts on restoration of the architecture monuments/heritage sites of similar size (2000 m<sup>2</sup> or more) during the last five (5) years prior to bid opening. These Key Personnel members must be involved in project implementation and be a part of the Contractor’s team.
- Returnable Schedules, their content and meaning. Separately, participants were instructed to omit the forms that are marked “Not Used” in the tender package (provided only for familiarization purposes as a standard UNOPS practice);
- Particular attention was drawn to the need to provide a Programme (Schedule 4.2) using UNOPS format in “Works Programme Schedule Template.xls” document. A demo on filling in this document was presented to the Pre-Bidding Meeting participants. The Works Programme Schedule Template is linked to the BOQ.

Therefore, the total proposed contract value in the BOQ should equal the total of Works Programme Schedule Template.

- Bidders are required to develop a contextualized Method Statement (Schedule 4.3), with clear HSSE and quality assurance measures at every stage of contract implementation.
- Bidders are required to submit resumes and diplomas of the core team (Key Personnel);
- UNOPS Engineers explained the Equipment and Machinery requirements;
- Advance Payment Guarantee and Performance Security requirements were articulated;
- Regarding Insurance requirements: as part of their submission bidders may provide an official letter from the Insurance company stating that all insurance requirements under this tender will be met and processed, if the bidder is awarded a contract;
- UNOPS keeps close and continuous contact with local authorities, which are supportive and coordinate activities rather quickly;
- It was highlighted that during the implementation phase the selected contractor will be required to fence off the whole territory of the facility to ensure safety and security, as well as allow for storage space.

As a result of verbal exchange with participants, below is the list of questions and answers:

Item No	Question	Answer
1	What type of contract will be signed with the awarded contractor?	Construction Contract for Small Works.
2	Is there a possibility of uploading the "zero-cost" (empty) BOQ in AVK format to simplify the task of Ukrainian bidders' Quantity Surveyors/Estimators?	No. UNOPS uses its own format of BOQ, which is a part of the tender package. However, for ease of calculation, UNOPS left AVK reference to the used "Code" of works/materials used in the Design Documentation.
3	Who will be responsible for submitting the permit for the start of construction works?	Department of Construction Works of Mykolaiv City Council.
4	Will representatives of the Ministry of Culture be involved after receiving a permit (for restoration of architectural heritage) from the customer?	Scientific and technical support will be provided at the construction site. A PhD in architecture will be in charge of the support.
5	Is it possible to obtain a dwg version of the Design Documents?	UNOPS publishes Design Documentation in .pdf format.
6	Which form the consortium should be made, if a bidder decides to participate via a Consortium/JV?	The required form is a part of the tender documentation (see document RFQ/2024/51507_05 Section VI - Returnable Schedules, <i>Schedule 0.3 - Joint Venture Partner Information</i> )

These Pre-Bidding Meeting Minutes are an integral part of the Solicitation Package and will be published on UNGM.