

Pre-Bidding Meeting Minutes

Subject: Request for quotation for the Installation and Commissioning of a Fire Alarm, Lightning Protection and Grounding System in the Dormitory of Mykolaiv State Agrarian University, Ukraine – RFQ ref. No.: RFQ/2024/52070

Date/Time: 31 May 2024, 11:00 am 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 1 interested company 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;
- 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.
- 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);
- 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);
- 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.
-

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

Item No	Question	Answer
1	BOQ Line Item KM8-125-1 - Alkaline single-element battery, capacity 10 A.h /12v/7 A/g/ - please clarify the correct Ah value	The correct note - Alkaline single-element battery, capacity 12v/7 A/g/- capacity 7 Ah
2	BOQ Line Item KM10-668-3 - PS automatic heat, smoke, light detector in explosion-proof design /DETECTO SMK100; DETECTO HT100; DETECTO MNL110; DETECTO SMK110/ - please clarify the need of "explosion-proof design" of this equipment	Corrected - Automatic thermal detector for fire alarms, smoke, light /DETECTO SMK100; DETECTO HT100; DETECTO MNL110; DETECTO SMK110/
3	The BOQ does not envisage dismantlement of paved areas. Please consider it as the Site Visit conducted on 30 May revealed the need for this work.	Line Items 80-83 are added in the updated BoQ
4	The BOQ does not envisage waste removal. Please consider, as these services will be needed.	Waste removal is added in the updated BOQ (please refer to Line Items 84-85)
5	The BOQ does not envisage paving/asphalt works. Please consider, as these works will be needed.	Line Items 80-83 are added in the updated BoQ

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