


<b>United Nations Office for Project Services</b> Zimbabwe Project Office		<div>PRE -BID CONFERENCE MINUTES</div> <b>ITB/2013/AFO/ZWE/007-013</b> <b>Infrastructure Support to Global Fund to Fight Aids, Tuberculosis and Malaria ( GFATM) Round 8 Phase II</b> <b>Date:</b> 23rd September 2013 <b>Location:</b> Harare <b>Time:</b> 10.00Hrs
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### 1: Attendance

Name	Organization
Tafara Muvirimi	Ministry of Health & Child Welfare ( MoH & CW)
Richard Dharara	Ministry of Health & Child Welfare ( MoH & CW)
Peter Ooko	UNOPS
Prosper K. Ganya	UNOPS

### 2: Meeting Location

Building: Block 11, Arundel Office Park, Mount Pleasant

Meeting Room: UNDP Zimbabwe Global Fund Conference Room

### 3: Agenda

Item	Topic	Discussion
1	Confirmation of Agenda for the Pre- Bid Conference	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Brief Presentation of the Key points in the ITB to bidders</li> <li>• Question and Answer Session</li> <li>• AoB</li> </ul>



#### 4: Agenda Discussion

Sr. No	Discussion Point	Discussion
1	Introduction	<p>The presenter; Peter Ooko welcomed all the bidders to the Pre-Bid Meeting and introduced himself. All prospective bidders present were also requested to introduce themselves and the firms that they represent and also to register their presence in the attendance register.</p> <p>The presenter informed all the bidders that the Pre Bid Meeting is for clarifications only and that bidders should not rely on this information in the preparation of their bids unless confirmed in writing by UNOPS.</p>
2	Brief Presentation of Key points of the ITB	<p>The following key points were presented to the bidders:-</p> <ul style="list-style-type: none"> <li>• <b>Description and Scope of the Project:</b> The project is funded by the Global Fund and is meant to improve the storage conditions and capacities of the pharmaceutical products in the 39 sites which are to be rehabilitated and constructed. UNDP Zimbabwe Country Office is the Principal Recipient of the fund and UNOPS has been appointed by UNDP as the implementing the infrastructure component of the Project.</li> <li>• <b>Key elements of the ITB:</b> The ITB has been split in a total of seven (7) lots based on the geographical proximity of the locations and for economic sense. Bidders are not restricted to the number of bids which they can submit however bidders must demonstrate that they have a separate and distinct team for each lot. Hence bidders were advised to concentrate on lots where they feel they have a comparative advantage.</li> <li>• <b>ITB Requirements:</b> This is an open International ITB and all eligible bidders can bid with exception of those on the UN 1267 Terrorist List or those that have been black listed by the World Bank or any UN Agency.</li> <li>• <b>Bid requirements:</b> The Project Manager presented some of the ITB requirements which each bidder should comply with. These requirements include the following:- <ul style="list-style-type: none"> <li>a) Bid Security in the required amount and in the prescribed manner</li> <li>b) Bids to be signed and stamped by authorised person (s)</li> <li>c) Bids must be submitted in the prescribed manner. This is a two-envelope system and hence Technical and Financial Bids must be submitted in two separate envelopes.</li> <li>d) Late bids will not be accepted</li> <li>e) Other bid requirements that were also mentioned include inclusion of <b>capacity building</b> components for the local staff, <b>HSE considerations</b>, <b>Gender mainstreaming</b>, <b>Quality Control and Quality Assurance</b> and <b>Site Administration Procedures</b></li> </ul> </li> </ul> <p>In summary, bids which are incomplete, frivolous, clearly not competitive or contain material deviations ( e.g. no alternative bids accepted) may be at UNOPS sole discretion be rejected or excluded from further evaluation</p>

*Rekard*

## 5: Questions and Answers:

No	Question	Response
1	A bidder asked for clarifications on the locations for new works and renovations	The works are in Lots comprising of Lot 1 ( Matabeleland South )with new works at 2 health facilities and 5 health facilities for rehabilitation; Lot 2 ( Matabeleland North ) with new works in one health facility and renovations at three locations, Lot 3 ( Harare) with one new works at Beatrice Road Infectious Disease Hospital; Lot 4 ( Mashonaland) with new works in 7 health facilities and rehabilitation works in 5 locations, Lot 5 ( Midlands and Masvingo) with new works in 6 health facilities and renovation works in 5 locations; Lot 6 ( Manicaland) with new works at 3 health facilities and Lot 7 ( Bulawayo ) with 1 new works at One health facility and two renovation works at two health facilities. The Scope of works for each of the works type is Annex I of the ITB document.
2	A bidder asked if the ITBs documents are ready for collection	All bids have been advertised in the Local Newspapers, the Herald on the 20 <sup>th</sup> September 2013 and can also be downloaded from UNOPS website at:- <a href="http://www.unops.org/ENGLISH/WHATWENEED/Pages/currentbusinessopportunities.aspx">http://www.unops.org/ENGLISH/WHATWENEED/Pages/currentbusinessopportunities.aspx</a>
3	A bidder asked for the mode of communication	All communications should be in the form of an e-mail and addressed to the Procurement Officer on the following address:- Gulchehra GASANOVA United Nations Office for Project Services Procurement Specialist AFO Cluster <a href="mailto:gulchehrag@unops.org">gulchehrag@unops.org</a> Only relevant questions pertaining to the bid should be addressed and no telephone calls are allowed.
4	A bidder had challenges accessing the bid documents	Any bidder who has difficulty in downloading the documents were requested to send an e- mail to the Procurement Officer for any help in this regard. The address of the Procurement Officer is in the ITB document ( See item 3 ) above
5	A bidder asked for payment methods and if this will be done in stages	No Advance Payment will be allowed and in addition all payments will be done on a monthly basis based on the actual works executed within this period. This payment will be subject to 10% retention. The payments will not be a stage payments and this is to improve the cash flow for contractors since cash flow is the life blood of any project.
6	A bidder asked whether Joint Ventures are allowed	Joint Ventures are allowed. However there has to be a valid and legally binding agreement showing that the Joint venture exists between the partners and the financial stakes for each partner (s) in the joint venture
7	A bidder asked if the restrictions placed on the time, noise pollution will not affect the project delivery in a timely manner	Bidders were informed that there will be no camps allowed in the Health facilities. Since the health facilities are to operate during this time of construction and or rehabilitation, proper planning together with the successful bidders will be done to ensure that the works proceed in a timely manner while taking cognizance of the fact that the health facilities operations must continue. In addition there is very minimal likelihood of this happening since these are only storage facilities. Working at night will however not be allowed under any circumstance.

The presenter asked for any further questions. There being no further questions, the Pre-Bid Meeting closed at 11.00 a.m

#### 6: Annexes

No.	Description
1	Annex I- Pre-Bid Attendance Register

