

Pre-Bidding Meeting Minutes

Subject: Request for quotation for the Installation of fencing, video surveillance, access control, and lighting of the territory of the fire and rescue unit of the State Emergency Service of Ukraine, Lviv, Ukraine – RFQ ref. No.: RFQ/2024/52589

Date/Time: 05 July 2024, 11:00 Kyiv time

Method/Place: Google Meet, Kyiv, Ukraine

UNOPS Participants:

1. Yevhenii MUREIKO - Procurement Associate
2. Volodymyr Senkiv - Procurement Senior Officer
3. Anastasiia HORBUNOVA - Civil Engineer
4. Sergey IZDEBSKY - Civil Engineer
5. Nadiia POLISHCHUK - Project Manager

Brief Summary of the Clarification Meeting:

Representatives of 3 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 “Support to Community Driven Mine Action in Ukraine”;
- 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 site on 09 July 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 (3) construction works contracts of the same nature during the last five (5) years prior to bid opening.
- 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 requirements for completing all works.

- 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, below is the list of questions and answers:

Item No	Question	Answer
1	There is existing video surveillance, do they need to be dismantled or only new ones installed. Is it needed to lay new lines for the installation of new cameras/laying of new cables?	All current video surveillance must be replaced with new cameras according to the requirements of the RFQ.
2	Whether it is possible to obtain a video of the systems and the facility if it is not possible to participate in the site visit.	No. Only the report with photos will be available.
3	What is the brand/model of the access control system?	The information is given in the RFQ documents.
4	Is it possible to offer analogues in terms of cameras?	Yes, the proposed analogs should fully correspond to the technical characteristics of the initial model.
5	Does the project include sources of uninterrupted power supply, as there are constant power outages in Lviv?	The SESU has a diesel generator that can also be used.
6	Does the project include sources of uninterrupted power supply to the video surveillance?	The video surveillance must have a power battery according to the requirements of the cameras.
7	What are the deadlines for awarding the contract and how much time is given for the performance of the works?	The Contractor should start the work 7 days after the contract is signed. Time for Completion is 30 days.
8	A certain part of the equipment will be installed at the future logistics center, does this mean that the part of the equipment will simply be handed over without work?	Yes.
9	Should all dismantled equipment be disposed of or transferred to the beneficiary?	The equipment could be disposed of or handed over to the beneficiary according to the beneficiary request.

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