

Minutes of Pre-Bid Meeting

2 August 2024

Project Number & Title: 22618-001-01- Provision du matériel et d'équipements pour l'oxygénothérapie dans le cadre de la réponse au COVID-19 en Haïti.

Business Unit: Haiti Operations Centre (HTOC)

Tender Number & Title: RFP/2024/53040 Provision of hybrid electrical system for a hospital in Jeremie, Haiti

- 1) **Generation (GEN):** Acquisition, delivery, installation and commissioning of electric power systems for grid-connected facilities at Hopital Saint Antoine de Jérémie.
- 2) **Distribution (DIS):** Upgrade of the existing electrical plan at Saint Antoine Hospital in Jérémie (HSAJ). This intervention will involve replacing the existing energy distribution systems with new systems according to the provided basic electrical schematics

PURPOSE

In conformity with “**Section I – Instruction to Bidders,**” Article 9 of the “Clarification or Pre-Bid Meeting” (hereinafter referred to as the “Meeting” which is **NOT MANDATORY**), was conducted for the purpose of providing background information and ensure that all the potential Bidders were familiarized with the tender as posted on the UNGM website (hereinafter referred to as the “Website”), overview of the requested works, including administrative, technical, financial information as well as other documents (e.g. reports, design and plans) forming part of the tender.

ABOUT THE MINUTES

These minutes are not meant to be exhaustive. The points discussed were to provide a general overview and an overall understanding of the tender and its Particulars as well as the works to be performed as posted on the Website. The relevant Answers to the Requests for Clarifications during the meeting are provided in this document and are made available to all potential Bidders at the same time and in writing via posting the UNGM website.

As per “**Section I Instruction to Bidders,**” Article 6, it is a Bidders responsibility to inform themselves in preparing their bid. In this regard, Bidders shall ensure that they are informed of all eventual modifications concerning the tender as posted on the Website up to the Bid Submission Deadline.

Representing UNOPS and leading the Meeting was Geneviève D. VALCIN, Procurement Senior Associate (UNOPS), B. Giovanni S. MILLIEN, Procurement Senior Officer (UNOPS), accompanied by Project personnel, Ms.Leticia SCOFIELD MIGLIO, Project Manager, and Mr. Gilles Dona BROUSSEAU, Electrical Engineering Technician (UNOPS).

In attendance were four (4) potential Bidders representing all national firms. As stated in the tender, the Clarification or Pre-Bid Meeting was **not mandatory** as such any and all potential Bidders not having participated in this Meeting may still submit their offer.

The Electrical Engineer provided general information on the project. It was reiterated that potential Bidders may conduct the site inspection on their own.

CLARIFICATION OR PRE-BID MEETING

ADMINISTRATIVE & FINANCIAL COMPONENTS

The Clarification or Pre-Bid Meeting started with explanations to the potential Bidders by the afore-mentioned UNOPS Representatives. The administrative portion as well as the procurement process on the UNGM website was covered as this tender was done via the UNOPS eSourcing Platform.

- Offers are to be received on time and or prior to the bid Submission Deadline.
The UNGM Website will not allow/receive a submission past the deadline.
- Evaluation criteria are clearly stated in the document posted on the UNGM named ***“SECTION II, III, IV, V - RFP/2024/53040”***.
- All necessary documents to include Business License/Patente/Certificate of Incorporation, Financial statements and any and all documents requested as proof for eligibility must be provided with the submission.
- The Evaluation Methodology: Lowest priced substantially compliant offer..
- The technical submission must be completed before moving to the financial submission on the system..
- There is no need for a design for the Distribution component as it is already submitted with the RFP.
- The component GENERATION requires the design and implementation works.

EVALUATION

Eligibility & Formal Criteria / Qualification Criteria

On a Pass / Fail basis following the analysis and verification of the information/documents presented.

Technical Evaluation

- a. The technical Evaluation will be based on the pre-established evaluation criteria. This evaluation will be conducted based on the cumulative analysis, analyzing all relevant costs, risks and benefits of each proposal. The maximum number of points which an offeror may obtain for its proposal is 70% points for the technical proposal and 30% for the financial proposal.
- b. There will be an “Oral Presentation” to be made by the Bidders.

Financial Evaluation

After passing the technical evaluation, financial proposals will only be opened for the proposals that have achieved the minimum threshold for substantial compliance of technical evaluation.

TECHNICAL COMPONENT

The potential Bidders had some administrative and technical questions. The queries collected during the Meeting and are listed in **ANNEX 1 - CLARIFICATIONS MEETING QUERIES** attached to this document.

It was stressed that the Meeting is being conducted for the purpose of providing background and clarifying information only.

Further, as this Request For Quotation is done via the eSourcing website, the participants were shown how to access the documentation and how to submit their offer using a dummy account for eSourcing. While they were informed that they could request further clarifications through the eSourcing platform, it is to note that the email address ***“GenevieveV@unops.org”*** was used only for potential Bidders to name their representative for the Clarification Meeting and is not to be used to communicate in the context of this tender nor is it to be used to send your Quotation.

CONCLUSION

The Meeting with potential Bidders who had been presented the information concerning the particular tender ended and Bidders confirmed having a general understanding the overall context of the project as presented.

Potential Bidders having additional queries after the Meeting must submit them through the eSourcing platform. Responses to queries received will be answered by UNOPS in coordination with the Project and in a timely manner.

These Minutes provide a summary of the discussion between UNOPS potential Bidders at the dates and around the times mentioned.

ANNEX 1 – CLARIFICATIONS MEETING QUERIES

1) Question: On page 4, from Sections II to V, Methods and Evaluation Criteria, in point 7, the left column addresses the documentation required to verify the bidder's compliance with the criteria. It states "Report on system design."

Answer: Under Section 7 - Scope of Works, you will find the "Report on System Design," which includes photographs depicting all aspects of the already installed system. Please refer to this document for the PASS/FAIL criteria of the request for proposals in order to prepare your technical offer.

2) Question: Where should we include the information for the technical offer?

Answer: This information should be included in the report you submit with your technical offer. Additionally, you should use points 4.2 (Programme) and 4.3 (Method Statement) from the document "Schedule 4: Contract Schedules from the Offeror," which can be found under the section titled "Section II to V - Methods and Evaluation Criteria." This will allow you to detail your technical offer and specify any additional documents that the committee should refer to if you have prepared supplementary documentation.

3) Question: Is it necessary to submit financial statements for all of the past five years, or can we select specific years that meet the required criteria?

Answer: Correct. It is not necessary to submit financial statements for all five years. Instead, you should select the financial statements from the past five years that meet the required criteria.

4) Question: Is the OFATMA insurance acceptable?

Answer: As long as the insurance covers benefits for illness, accidents, and other related contingencies, it is acceptable. For further details, please refer to the General Conditions of the UNOPS, specifically Section III of the RFP document.