



Pre-bid Meeting

**ITB/2024/53510 - ITB for EPSS warehouse
floor epoxy coating work in Addis Ababa &
Negele Borena town of Oromia reg**

Venue: Virtual

Date: Sept. 3 ,2024

Addis Ababa, Ethiopia

Time	Agenda Item	Moderator & Presenter
10:00 AM - 10:15 AM	<ul style="list-style-type: none"> Registration of Participants Introduction Short Intro Video 	Procurement
10:15 AM - 10:30 AM	<ul style="list-style-type: none"> General Information about the published tender 	Procurement
10:30 AM -10:45 AM	<ul style="list-style-type: none"> Nature of Infrastructure Projects in UNOPS - ETH Purpose, location & expected output of the Project 	Infrastructure Representatives
10:45 AM -11:30 AM	<ul style="list-style-type: none"> Bid Evaluation Criteria & Evaluation methodology Introduction about use of returnable schedule 	Procurement
11:30 AM - 12:00 PM	<ul style="list-style-type: none"> UNOPS HSSE Standards 	Infrastructure Representatives
12:00 PM - 12:30 PM	<ul style="list-style-type: none"> Introduction about use of returnable schedule 	Procurement
12:00 PM - 12:30 PM	<ul style="list-style-type: none"> Participant Reflections Q & A section 	Procurement Infrastructure Representatives



Our expertise

In addition to providing tailored services, we offer **five core service lines** in support of our partners objectives:

PROCUREMENT

INFRASTRUCTURE

**PROJECT
MANAGEMENT**

**FINANCIAL
MANAGEMENT**

**HUMAN
RESOURCES**



UN Supplier Code of Conduct

The UN Supplier Code of conduct addresses four areas:

Labour conditions:

- Freedom of Association and Collective Bargaining
- Forced or Compulsory Labour
- Child Labour
- Discrimination
- Wages, Working Hours and Other Conditions of Work
- Health and Safety

Human Rights:

- Human Rights
- Harassment, Harsh or Inhumane Treatment
- Mines

Environment:

- Environmental
- Chemical and Hazardous Materials
- Wastewater and Solid Waste
- Air Emissions
- Minimize Waste, Maximize Recycling

Ethical conduct:

- Corruption
- Conflict of Interest
- Gifts and Hospitality
- Post employment restrictions

Proscribed practices

- UNOPS has zero tolerance against vendors that engage in proscribed practices. Proscribed practices are acts or omissions that may take place at any time during the procurement/engagement process, including contract execution or beyond.
- There are 6 proscribed practices covered in UNOPS Vendor sanctions policy:

Corrupt practice	Offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party
Fraudulent practice	Act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation
Coercive practice	Act or omission that impairs or harms, or threatens to impair or harm, directly or indirectly, any party or the property of the party to improperly influence the actions of a party
Collusive practice	Arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party
Unethical practice	Conduct or behaviour that is contrary to the conflict of interest, gifts and hospitality, post-employment provisions or other published requirements of doing business with UNOPS
Obstruction	Acts or omissions by a Vendor that prevent or hinder UNOPS from investigating instances of possible Proscribed Practices

Common proscribed practices | Examples

FRAUD

- Misstating the ownership of the company
- Submitting forged quality certificates or manufacturers authorizations
- Submitting forged bank securities
- Submitting forged invoices or receipts

COLLUSION

- Agreements for not to competing with one another
- Misrepresenting the independence of the relationship between colluding vendors

UNETHICAL PRACTICES

- Not disclosing a conflict of interest - relationship with UNOPS personnel

OBSTRUCION

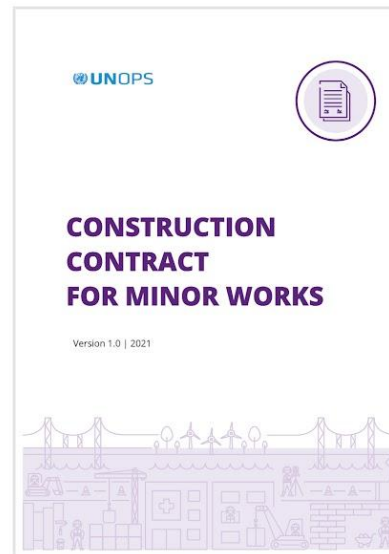
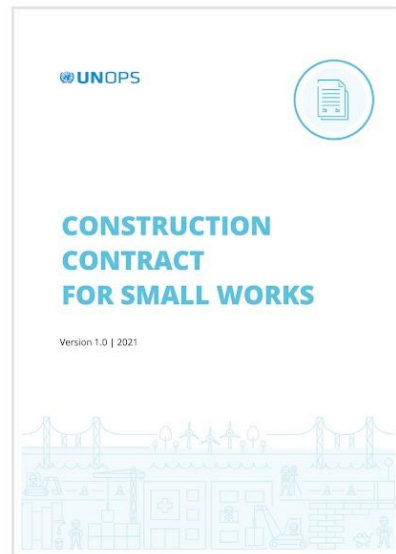
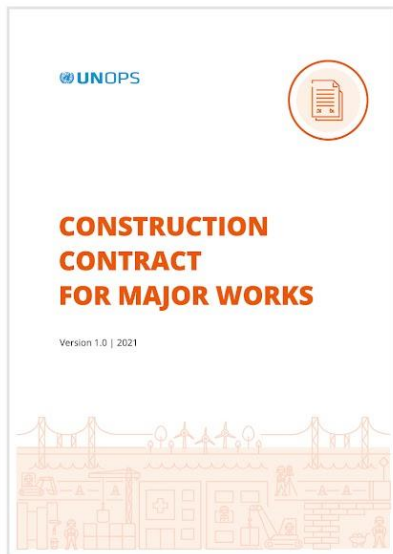
- Not responding to UNOPS Internal Audit and Investigations Group (IAIG) request for information/interview's

The suite of contracts

The suite of the five contracts for works is composed of:

- [Construction Contract for Major Works](#)
- [Construction Contract for Small Works](#)
- [Construction Contract for Minor Works](#)
- [Consultant Services Contract for Works](#)
- [Construction Contract for Design and Build \(forthcoming\)](#)

UNOPS released the NEW suite of contracts for works for preview in 2021. They will become mandatory organization-wide as of 6 May 2022.



General Tender Information

- ❑ Description of the Works: **ITB for EPSS warehouse floor epoxy coating work in Addis Ababa & Negele Borena town of Oromia reg**
- ❑ Bid Reference: **ITB/2024/53510**
- ❑ Tender Posting Date: **2024-08-22 14:15 UTC**
- ❑ Deadline for Clarification: **2024-09-10 09:00 UTC**
- ❑ Bid Closing Date & Time: **2024-09-16 09:00 UTC**
- ❑ **PUBLIC BID OPENING** is not Applicable
- ❑ Bid Currency is in **USD**
- ❑ Contract Award Criteria: **ITB Lowest priced substantially compliant methodology**

General Tender Information . . .

- ❑ Bid Validity: **It is for a period of 90 days from the date of Bid Closing**
- ❑ Defect Notification Period (DNP): **It is 12 months**
- ❑ Bid Security: **It is not required**
- ❑ Bank Guarantee for Performance: **5 % of the Contract Price in the currency of contract award**

- ❑ Attendance for Clarification/Pre-bid Meeting **IS NOT MANDATORY** but it is highly recommended
- ❑ Group site visit **can BE HELD** - strongly advised bidders to conduct own site inspection before submitting the bid for a competitive bids

Purpose of the Project

- **Purpose of Project:** The purpose of the Epoxy work is to improve the quality and durability of warehouse flooring at two central warehouses located in Addis Ababa and one Branch warehouse in Negele Borena.
- **Who involved:** EPSS- Ethiopian Pharmaceutical Supply Service

Project Location

1. Addis Ababa Central Warehouse

- A 2 story warehouse building Located in the North-west of Addis Ababa in front of St. Paulos Hospital in the premises of EPSS.
- Total Area Of the Warehouse - 10,000m²

2. Negele Borena Warehouse

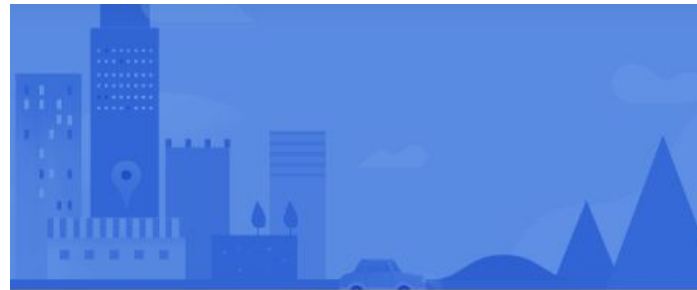
- Located in Oromia region, 300 km from Awassa, in Negele Borena town
- Total Area Of the Warehouse - 1700 m²

Project OutPuts

Project Output:

Warehouse floor epoxy work for two central warehouses in Addis Ababa and one Branch at Negele Borena(a total of 11700m²) intended to provide smooth, versatile, hard-wearing and seamless surfaces that can deliver excellent resistance against all types of traffic pressures and contaminants.

Addis Ababa Central Warehouse Location Map



9°02'43.8"N 38°43'40.1"E

9.045511, 38.727797



Directions



Save



Nearby



Send to
phone



Share



Addis Ababa



2PWH+643 Addis Ababa



Add a missing place



Add your business



Add a label



Your Maps activity



Negele Borena Warehouse Location Map



39°35'14.0"E

210



ve



Nearby



Send to
phone



Share

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4 Negele

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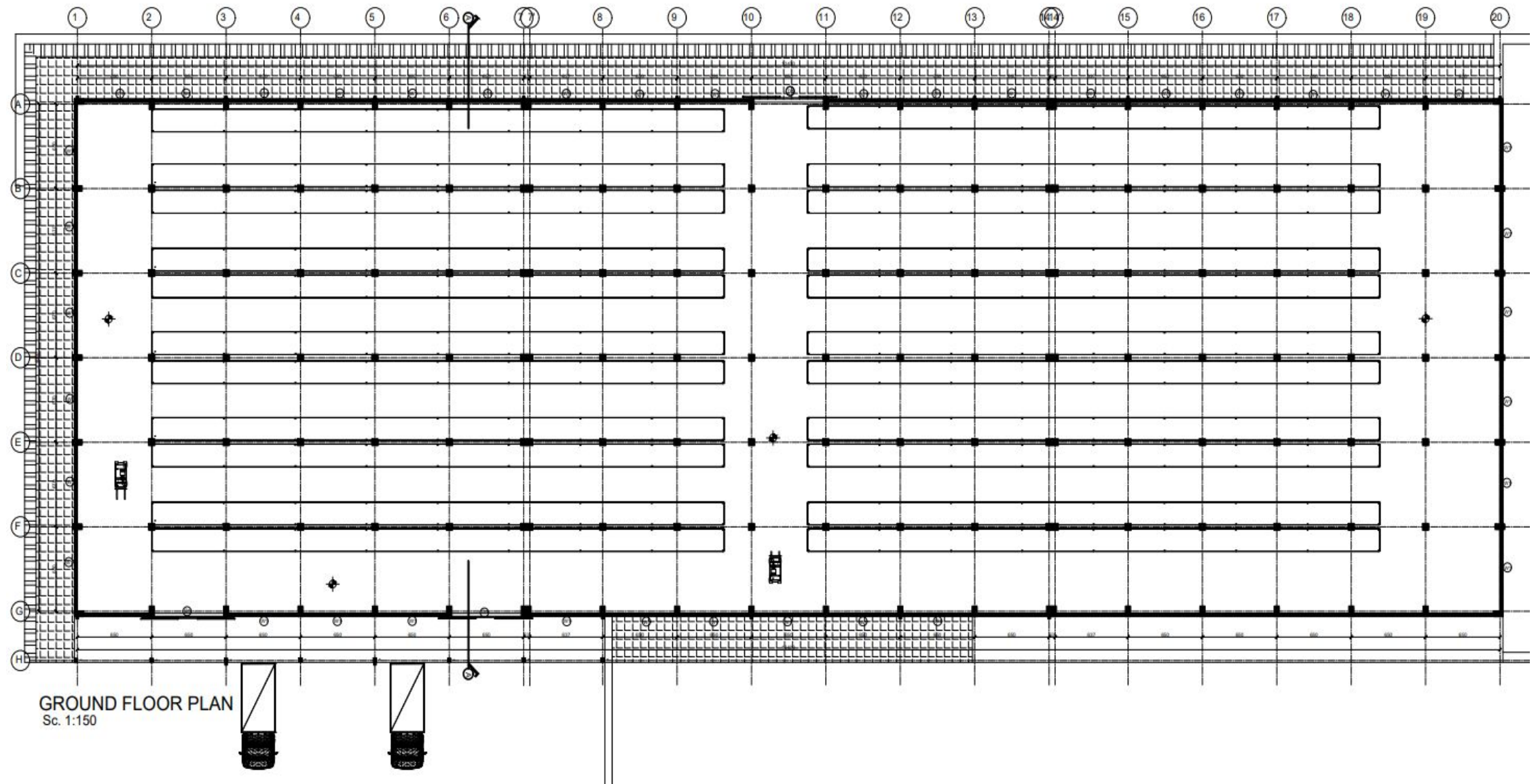
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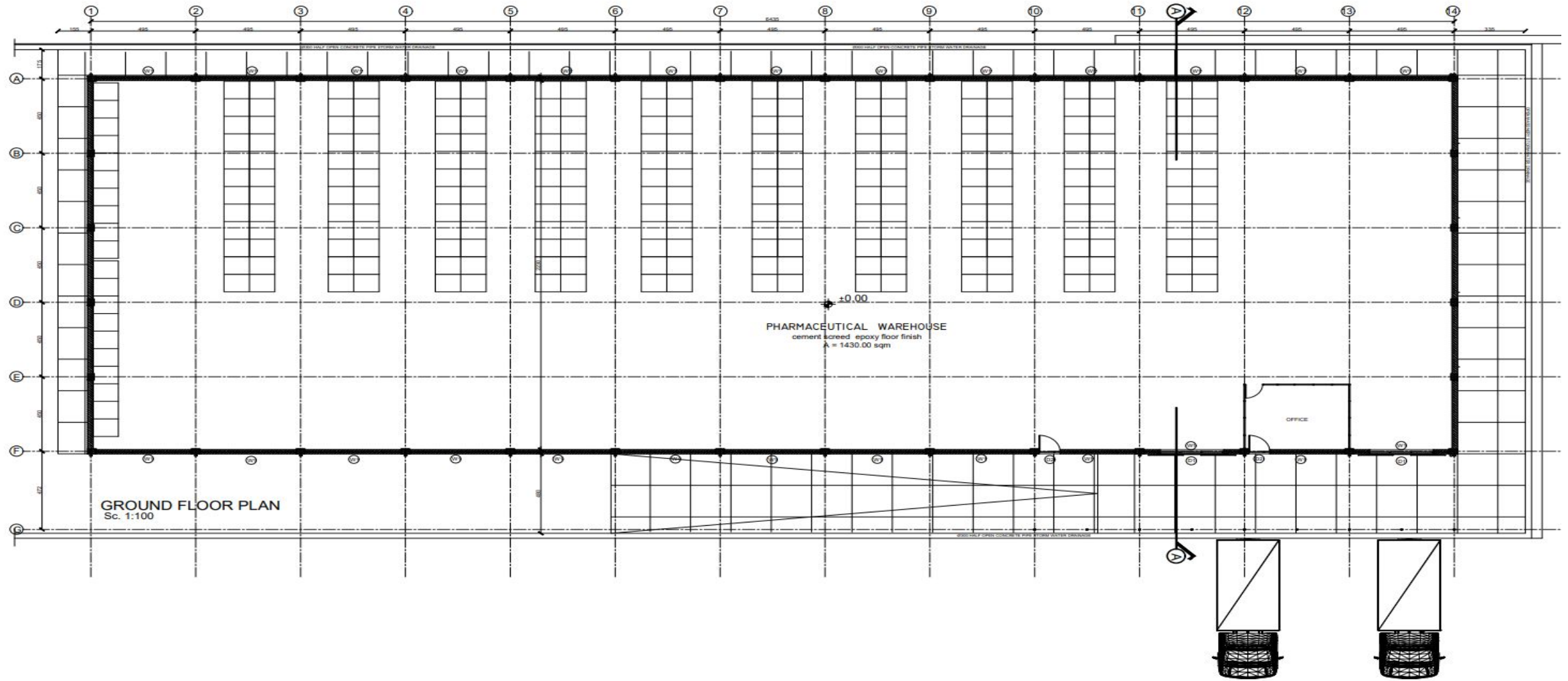
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Addis Ababa Warehouse Floor Plan



Negele borena Warehouse



Addis Ababa Warehouse



Addis Ababa Warehouse



Addis Ababa Warehouse 1st floor



Addis Ababa Warehouse - Damaged Floor



Negele Borena Warehouse - Inside View



Negele Borena Warehouse - Outer View



Negele Borena Warehouse - Damaged Floor



Negele Borena Warehouse - Damaged Floor



UNOPS Eligibility and Formal Requirements

1. The bidder is eligible as defined in Section I: Instructions to Bidders, Article 4 [Bidder Eligibility].
2. The quotation is complete, i.e., all documents and technical documentation requested in Section I: Instructions to Bidders, Article 11 [Content of Quotation Submissions] have been provided and are complete. **ALL 20 RETURNABLE SCHEDULES EXCEPT 2 FORMS NEED TO BE FILLED & SUBMITTED WITH PRICED BOQ AND OTHER LEGAL & REQUIRED CREDENTIALS.**
3. The bidder accepts conditions of the Contract as specified in Section III: Conditions of Contract.
4. Bidder has Renewed Business License for 2024 GC (2016 EC) and Tax Registration Certificate(s) from appropriate Government Authority in Ethiopia.

UNOPS Qualification criteria

1. Financial capability The bidder has sufficient liquidity, demonstrated by the ratio of “average current assets / current liabilities” over the last [two (2)] years which must be equal to or greater than one (1) or the bidder has access to a line of credit or bank overdraft or other financial means to meet a working capital/cash flow requirement of [5 Million Birr] (should the bidder be selected).
2. Financial capability - The bidder has an annual turnover of minimum [ETB 40,000,000.00] in any one of the last [Three (3)] years.
3. The bidder has been in continuous business manufacturing/supplying during the last [Three (3)] year
4. The bidder has experience successfully delivering similar three projects contracts during the last [three (3)] years prior to bid opening
 - i) Epoxy flooring of the works
 - ii) Projects with a minimum value of ETB 40,000,000(Forty Million Birr),
 - iii) Bidder's involvement as a prime contractor

UNOPS Qualification criteria

5. The bidder has the registration under the category/grade GRADE ONE to THREE CATEGORY as General contractor /Building contractor certified by Construction Minister, Construction Companies Certificate of Competence (CoC) that clearly indicates the LEVEL .

6. Multiple contracts - In case the bidder has two active contracts with UNOPS and their progress is less than 70% the bidder is not qualified for additional award.

In case the bidder is participating in more than one bid floated or has an active contract with UNOPS, the bidder must propose an independent team and resource for each bid/ contract to be qualified for multiple awards

Technical criteria

- 1.1 The bidder has the general organizational capability that can support effective implementation: management structure, financial stability and project financing capacity, project management controls, and the extent to which any work would be subcontracted**
- 1.2 The bidder has relevant specialized knowledge and experience on similar works done in the region or country.**
- 1.3 The bidder has the capacity to undertake the scope of Works in addition to its current workload.**
- 2.1 The bid (in particular, the detail of the Works) is substantially compliant and does not contain any material deviation(s) from the minimum requirements as stipulated in Section V: Requirements, which indicates the bidder's understanding of these requirements**

Technical criteria

2.2 The Programme is substantially compliant and does not contain any material deviation(s) from the requirements as stipulated in Section V: Requirements. The bidder's preliminary Programme and outline statement of proposed methods demonstrate the bidder's capacity to plan and programme the Works within 120 calendar days that are consistent with industry practices, the Project requirements and proposed methodology.

2.3 The bid satisfactorily demonstrates that the requirements for insurance will be met, either through demonstrating that the bidder's insurances comply with the requirements of the ITB (if any), or by providing a confirmation letter that the bidder will affect the required insurances as specified under Schedule 3.11 [Insurance Requirements], if selected.

2.4 The bid satisfactorily demonstrates that the Health, Safety, Social and Environmental (HSSE) requirements in relation to the Works will be consistently met.

2.5 The bidder's proposed subcontractors and suppliers, if identified, are proposed to undertake appropriate quantities of works and have demonstrated the capacity to undertake the work and are located in appropriate locations.

Technical criteria

- 2.6 The bidder's proposed sources of naturally occurring materials are from a responsible and appropriate location, and the materials comply with the standards stipulated in the ITB.**
- 2.7 The Programme and method statement details how the different work elements shall be organized, controlled and delivered based on the quality management system.**
- 2.8 The bidder's need to submit manufacturer specification & relevant product quality certificates of the proposed epoxy product to be used in the project.**
- 3.1 The composition and structure of the team proposed is appropriate and the proposed roles of the management and the team of Key Personnel is suitable for the provision of the necessary Works.**
- 3.2 The qualifications and experience of Key Personnel proposed meet the established equirements.**
- Project Manager (1)**
 - Skilled Epoxy Technician (2)**
 - Health and Safety and Environment project officer(2)**

Technical criteria

4.1 Equipment and Machinery Requirements

- The proposed equipment meets the established requirements in Schedule 3.10 [Equipment and Machinery Requirements] and demonstrates the capacity of the bidder to undertake the work.

The contractor shall provide an undertaking letter to demonstrate his commitment to mobilize all the required equipment for the project to complete the work within the timeline

Health & Safety and Environmental (HSE) Requirements

Areas covered by the HSSE plans

- ✓ Compliance requirements
- ✓ Objectives and targets
- ✓ Activities and responsibilities
- ✓ Site induction and safety
- ✓ Visitors induction briefing
- ✓ Hazards, risks, and opportunities
- ✓ Emergencies
- ✓ Work permit system
- ✓ Inspections
- ✓ Incidents
- ✓ Contractors
- ✓ Waste management
- ✓ Gender mainstreaming
- ✓ Training
- ✓ Communication

Health & Safety and Environmental (HSE) Requirements

□ Purpose

- Prevent accidents, improve health and safety at the construction site through standard procedures, awareness and education
- The UN secretary General has stipulated that **all UN entities should have HS Management Systems**
- **UNOPS Health & Safety and Environment Management Plans** shall be applicable

□ Personal Protective Equipment (PPE)

- **High visibility jacket/vests, safety helmets and safety footwear** (incorporating steel toe-caps and midsole) must be worn at all times.
- **Safety goggles** for protection during all cutting, grinding and drilling operations or where there is risk from impact, dust, chemicals or hot metal.
- **Ear protection** during all operations which produce noise above the level at which you need to raise your voice to be heard. Gloves during concreting work.
- **Stocks of all necessary PPEs** should be held on site and be made available by winning Contractor/bidder.
- Contractor and Subcontractor Managers are responsible for **briefing their own workforce.**

Health & Safety and Environmental (HSE) Requirements

UNOPS minimum requirement for the contractor must be fulfilled.

4.9 Health, Safety, Social and Environment
contractors minimum requirement

Prevention of Sexual Exploitation Abuse and Harassment (PSEAH) is a specific expectation in our agreement with the Government of Italy.

4.26 Child Labour

4.27 Sexual Harassment, Exploitation and Abuse

Gender mainstreaming_ Workforce composition

Health & Safety and Environmental (HSE) Requirements

What do we want to achieve together?

- Operate in line with the [EOI.SSC.2021.01](#) on **HSSE Management**:
 - *2.1 UNOPS shall guarantee the occupational health, safety and welfare of all individuals involved in its activities and facilities.*
 - *2.2 In managing our activities and facilities, UNOPS shall give consideration to the society and the environment.*
- Continue to **shift towards an organizational culture** where:
 - HSSE is embedded in all that we do
 - openness and honest feedback leverage knowledge sharing
 - “failures” are opportunities for learning and improving
 - appreciation and recognition inspire to do the right thing
- Strive towards **continuous improvement**
 - There is always room for better performance - in all of our activities!

Health & Safety and Environmental (HSE) Requirements

Procedure of Risk Assessment

1. **Identify** the hazard at work
2. **Evaluate** the risk
3. **Consider the risk control** measures
4. Implement them based on **priority**
5. **Record** the results and review



Decrease the number of accidents.
Prevent the occurrence of a severe case

Returnable Bid Schedules

Prospect Bidders/Contractors shall return the following stamped and duly signed **RETURNABLE BID SCHEDULES**:

ITB SCHEDULES

- 0.1 Bid Submission Declaration
- 0.2 Bidder's Information
- 0.3 Joint Venture Partner Information - if any
- 0.4 Capacity and Experience
- 0.5 Format for Resume of Proposed Key Personnel
- 0.7 Performance Statement
- 0.10 Dispute Details
- 0.11 Acknowledgement of the Addenda -if any
- 1.2 Details Provided by the Contractor

- 4.1.A Bill of Quantities
 - 4.1 B day work rate
- 4.2 Programme
- 4.3 Method Statement
- 4.4 Key Personnel
- 4.5 Organizational Structure
- 4.6 Subcontractors
- 4.7 Contractor's Equipment and M.
- 4.9 Insurance Details and Insurances
 - Construction all risks insurance for contract value
 - Public liability insurance
 - Workers' compensation insurance for key personnel & other skilled & unskilled labour positions

0.13 Quotation Checklist

RFQ reference No.: [RFQ/202#/#####]

Name of bidder: _____

Submission date: ____/____/____

[To select an option, put an X over the relevant blank box]

Activity	Yes, No, or N/A	Page # in the quotation	If NO provide comment
Have you duly completed all the returnable Schedules?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.1 [Quotation Submission Declaration]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.2 [Bidder's Information]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.3 [Joint Venture Partner Information]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.4 [Capacity and Experience]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.5 [Format for Resume of Proposed Key Personnel]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.6 [Statement of Exclusivity and Availability]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.7 [Performance Statement]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.8 [Form for Bid Security]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.9 [DRiVE Supplier Sustainability Questionnaire]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.10 [Dispute Details]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.11 [Acknowledgement of the Addenda]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.12 [Quotation/No Quotation Confirmation]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.13 [Quotation Checklist]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 1.2 [Details Provided by the Contractor]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 4.1.A [Bill of Quantities]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 4.1.B [Daywork Schedule]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 4.2 [Programme]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 4.3 [Method Statement]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		

Precaution when Submitting Priced BoQ

- INSTRUCTION WHEN SUBMITTING PRICED BOQ
 - You are **not allow to change any work description** on this sheet
 - You are only required to fill in the cells **“Rate/Unit Price” in USD**
 - Upon filling in the Rate and/or Unit price, all other **calculations will be done automatically**, meaning you do not have to temple with any other cell within this spreadsheet
 - The summary sheet will also be fill in automatically
 - At the bottom of the **BoQ sheet, you are required to fill & sign to authenticate**
 - Please note that this BoQ forms is part of the “Returnable Bid Schedules” and as such should be return (**both the printed and duly signed form; and the Excel Soft copy for Arithmetic check**) along with all other documents when submitting your tender.

Important Issue to be Focused: **Upon Contract Award**

- Prospect Bidders/Contractors shall bear in mind:
 - **Bid Validity should be 90 days**
 - Duration of the contract is **120 calendar days**
 - **Bank Guarantee for Performance is 5%** of contractual value upon contract award in USD
 - **Detail Work Plan shall be** prepared and forward for acceptance at the start of Works within **ten working days**
 - Delay Damages for failure to complete the Works within the Timeframe for Completion i.e., **Liquidated Damage (LD)**
 - **Whole of the Works: 0.1% per day** excluding the Substructure amounti up to 10% contract value

Important Issue to be Focused: **Upon Contract Award**

- **Defect Notification Period (DNP) is 12 months**
- Once the equipment brought to a site, it **shall not be removed without** the Project Engineer's consent
- All construction equipment and/or machineries **MUST** be available at the Project Site
- **Signed Priced BOQs and their respective Excel Sheet** shall be submitted along with returned bid document
- Construction progress will be closely monitored and the contract will be terminated of the acceptable progress against the plan is not made
- Payment will be made as per the **Small Works Construction Contract Agreement**

Important Lessons from Previous Tenders

❑ **Issues:**

- ❑ Prospect Bidders/Contractors **FAIL** to compile all compulsory documents required in the respective ITB such as **Legal Documents and GC/BC Certificate of Competence**
- ❑ “Returnable Bid Schedules” either **not signed or stamped** by authorized Signatory and/or bidder’s corporate seal as well as Bid Documents do not seem fill out by competent staff who well understands the bidding instructions and required supporting documents
- ❑ **FAIL to submit Key Personnel CVs along testimonials** which meet minimum UNOPS qualifications
- ❑ **FAIL** to provide detail Work Programme supported by **MS Project**; and Outline Statement of Proposed methods; Please check & count the calendar days in your program are in line with the bid requirement.
- ❑ **FAIL** to attach List of Proposed Essential Equipment
- ❑ **FAIL** to attach bidder’s **Health and Safety as well as Environmental** policy documents

Important Lessons from Previous Tenders

□ Issues . . .

- **FAIL TO PROPERLY NAME THE FILES** of “Returnable Bid Schedules” resulted delay in technical evaluation
- Prospect Bidders/Contractors tend to wait up until the bid closing date and **rush at last hour** hence **fail to upload either all “Returnable Bid Schedules”** or missed the tender
- **FAIL to thoroughly conduct local construction materials and labor market prices** hence **end up EXAGGERATED UNIT RATE** against prevailing market price and UNOPS Engineer Estimate (EE). This subject the Tender to Cancellation.
- **Fail to use CORPORATE EMAIL ACCOUNT in their UNGM Profile** instead tend to use commercial account such as [@gmail.com](#); [@yahoo.com](#); [@Hotmail.com](#); . . .

Thank You

Question and Clarification Session



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