

United Nations Office for Project Services

ITB/2024/53510- EPSS warehouse floor epoxy coating work in Addis Ababa & Negele Borena town of Oromia region, Ethiopia

Sept. 3, 2024

Subject: Pre-bid and clarification meeting minutes for RFQ- ref. No.:ITB/2024/53510

This Note to file explains the process of the Pre-Bid meeting held on the 3rd of September 2024 further to the published Invitation to Bid (ITB) for EPSS warehouse floor epoxy coating work in Addis Ababa & Negele Borena town of Oromia region, Ethiopia.

The ITB was published on August 22, 2024 with the deadline for submission of quotations on September 16, 2024 09:00 UTC. The date and time for the Pre-Bid meeting were posted on the esourcing online system..

The following are the details of the Pre-Bid meeting, as published in the RFQ:

- The meeting was set to take place on the 3rd of September 2024 from 09:45- 05:45 hrs AM.
- Though participation wasn't mandatory, bidders were strongly encouraged to attend the pre-bid meeting to avoid the risk of non-compliant quotations.

The purpose of the Pre-Bid meeting was to explain the relevant procurement process by giving an overview of the ITB Content and Particulars, Evaluation Criteria, Questionnaire, Checklist, the uploaded Documents including the Instructions to Offerors, the Schedule of Requirements, the Returnable Forms and the Contract form. At the end of the presentation, participants were given a chance to ask questions. This was done to help the potential bidders prepare their submissions better and have a clear understanding of the documents that are required to be submitted with their submissions.

UNOPS Representatives:

Anteneh Berhanu FISSEHA, Procurement Specialist -Infrastructure

Endale Shiferaw , Project Manager

Suliman BAH,, HSSE Coordinator - Infrastructure, ETMCO

Pre-Bid meeting minutes for RFQ ref. No.: RFQ/2024/52915	
Project Title	ITB/2024/53510- EPSS warehouse floor epoxy coating work in Addis Ababa & Negele Borena town of Oromia region, Ethiopia
Meeting ref	Pre-Bid meeting for ITB/2024/53510
RFQ Case No.	ITB/2024/53510
Date and time	03/09/2024 at 09:45 Hrs, AM
Location of the Meeting	Virtual - https://meet.google.com/isd-riuy-yby?hs=224
Participants in the Pre-Bid meeting	<p>UNOPS Representatives: Anteneh Berhanu FISSEHA, Procurement Specialist -Infrastructure Endale Shiferaw , Project Manager Suliman BAH,, HSSE Coordinator - Infrastructure, ETMCO</p> <p>Participating Potential Vendors: Fikre Berhe- Atek construction Elias Tadesse- Abraham Mengistu Electro-Mechanical Works Abayneh Wegayehu- Jambo Construction Aashish Patil- Jemcon construction Mengistu Mekuria- Jemcon Construction Nathan Michael- EthioKeradion construction Eyob Agizew- Eyob Agizew General Contractor Endale Ashagrie - Workneh General Contractor</p>

Pre-Bid meeting	
Meeting Introduction	Mr Anteneh opened the meeting at 03:45 AM time by thanking the participants for attendance and outlining the purpose of the meeting. He then introduced the UNOPS representatives in attendance. After that, the bidder was given a chance to introduce themselves and the company they represented..
Process Presentation	<p>Mr. Anteneh then gave a brief opening remark on UNOPS's expertise and five core service lines in support of partners objectives which are: Procurement, Infrastructure, Project management, Financial Management and Human resource. After that he stated prescribed practices as well as UNOPS's Code of conduct which addresses four areas: Labour Condition, Environment, Human right and Ethical conduct.</p> <p>He also outlined the contract in the small works contract suit and General tender information such as Description of the Works, Bid Reference,Tender Posting Date(Aug. 22, 2024),Deadline for Clarification (Sept. 10, 2024), Bid Closing Date which is Sept. 16, 2024 at 09:00 UTC. Besides that he explained that public bid opening is not applicable after Covid and that the bid currency is in USD to offset inflation which is why they should have an USD account. The performance bond must be only in bank guarantee, Insurance performance bonds are not accepted. It must include a term which states it is unconditional and irrevocable.</p>

	<p>Mr. Endale then explained the purpose of the project which 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. He also stated the involvement of EPSS-Ethiopian Pharmaceutical Supply Service and the location of the project including the total area of both warehouses which are 10,000m2 and 1700 m2 for Addis Ababa Central Warehouse and Negele Borena Warehouse respectively. Finally he proceeded to present the locations of the warehouse using pictures.</p> <p>Next, Mr. Anteneh presented what UNOPS requires and briefly explained each requirement which are Eligibility and Formal Criteria, Qualification criteria and Technical criteria. He also briefly explained forms in Returnable Schedules.</p> <p>Mr. Suliman stated how serious UNOPS is regarding HSSE and discussed health, safety, social and environmental requirements. The bidders were told to follow each requirement for the sake of the community, environment and the employees. In addition to that they were told to consider Personal Protective Equipment (PPE) such as High visibility jacket/vests, safety helmets and safety footwear, Safety goggles and Ear protection.</p>
Questions and Answers	<p>After the presentation was done from the UNOPS side, the floor was opened for Questions by the Bidder. So following is the list of questions from the vendors;</p> <p>1. Can a foreign company participate in this tender? Ans: Yes, but you should provide documents stating you are in a joint venture agreement with a local company.</p> <p>2. Will there be any interruption during the execution of this work Since the warehouse is active? Ans: It's active but it is manageable since the space is very wide to both execute the work and keep the warehouse active.</p> <p>3. Can you share the pictures of the warehouse with us? Ans: Yes, we will share the pictures.</p> <p>4. Can Electro- mechanical contractors participate in this tender? Ans: Unfortunately, You can't participate on this specific tender but you can participate on other tenders specifying your areas.</p> <p>5. On the requirement stating we need to provide 3 similar projects with this one, should it be specifically Epoxy works? Ans: It can be a work where part of it includes epoxy.</p> <p>6. Due to the war in Mekelle, we may not be able to present a recent audit report. What is the time range for an audit report? Ans: The time range you must include is 3 years for this specific tender. But on other tenders in Tigray, Mekelle the time range expands to 7 years. If you could provide the audit report of the past 3 years, it would be appreciated but if not you can apply to Mekelle/Tigray tenders.</p> <p>7. Do both Joint venture companies need to fulfill requirements or is it cumulatively?</p>

	<p>Ans: It will be assessed cumulatively.</p> <p>8. Completion period for the work is 120 days but considering the wideness of the warehouses and due to the timeline for the importation process being long, will there be an extension?</p> <p>Ans: We have considered all factors but we believe it is enough to execute the work within 120 days. Exceptionally, if you can provide evidence of a shipment problem or the like, we may give an extension. NB: If there is any change, you will be notified accordingly.</p>
Meeting Conclusion	<p>Mr. Anteneh concluded the meeting by thanking participants for attendance & advising bidders to follow up on an esourcing notification if there is an update on the tender process.. The meeting ended at 11:30 PM.</p>