

# **Pre-bid Meeting**

**Esourcing RFP Number: ITB/2024/53748**

**Invitation to Bid  
Supply and Delivery of Service Rig  
Ministry of Finance,  
Addis Ababa, Ethiopia**

**Venue: Virtual  
Date: Sep 18,2024  
Addis Ababa, Ethiopia**

# Agenda and Timetable

Time	Agenda Item	Moderator & Presenter
02:00 PM - 02:05 PM	<ul style="list-style-type: none"> <li>Opening Remark</li> </ul>	Procurement
02:05 PM - 02:10 PM	<ul style="list-style-type: none"> <li>Registration of Participants</li> <li>Introduction</li> </ul>	Procurement
02:10 PM - 02:25 PM	<ul style="list-style-type: none"> <li>Introduction on the Procurement process and procedure</li> <li>General Information about the Published tender</li> <li>Bid Evaluation Criteria &amp; Evaluation Methodology</li> </ul>	Procurement
02:25 PM - 02:40 PM	<ul style="list-style-type: none"> <li>Overview; Technical Requirements-Areas of Emphasis</li> </ul>	Project Team
02:40 PM - 02:55 PM	<ul style="list-style-type: none"> <li>Questions/Answer/Clarifications</li> </ul>	All
02:55 PM - 03:00 PM	<ul style="list-style-type: none"> <li>Closing Remarks and Adjournment of the meeting</li> </ul>	All

# Pre Bid Meeting Objectives

- Make sure participating companies are clear about **UNOPS requirement**
- Building confidence of participants that UNOPS **Bidding process is impartial, transparent, and Internationally competitive**
- Make clear about **essential issues and criteria** to be addressed in proposals, and rules to be followed for proper submission of proposals
- Address **questions/clarifications**.

## Suppliers' Code of Conduct - 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:

<b>Corrupt practice</b>	Offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party
<b>Fraudulent practice</b>	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
<b>Coercive practice</b>	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
<b>Collusive practice</b>	Arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party
<b>Unethical practice</b>	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
<b>Obstruction</b>	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

## Purpose of the Project

- **Purpose of Project:** to supply Service Rig for the Ministry of Finance In Addis Ababa, Ethiopia.
- **Who involved:** UNOPS, World Bank And Ministry of Finance.

# Project Objectives

- To Supply and deliver a service rig suitable for
  - **harsh working conditions,**
  - **sandstorm and/or muddy terrain and**
  - **extreme altitudes.**
- It should serve for
  - **water well rehabilitation,**
  - **fishing (pipes, pumps, cables etc),**
  - **submersible pump removal and**
  - **installation, air lifting and well development works.**

## Project Objectives

- The service rig has to be truck mounted & designed for a wide range of well in depth and diameter.
- As the Country Ethiopia is located in higher altitude and the service rig should have to be designed to work at altitude ranging from 1000 to 3000 masl and climate of humid tropic to arid desert within temperature ranging from 0.0 C- +55.0 C.

<https://www.ungm.org/Public/Notice/246219>

Re-bid -Supply and Delivery of Service Rig , for Ethiopian Ministry of Finance, Addis Ababa , Ethiopia **Invitation to bid**

Reference: ITB/2024/53748

Beneficiary countries: Ethiopia

Registration level: Basic

Published on: 10-Sep-2024

Deadline on: 30-Sep-2024 09:00 0.00

Documents

Contacts

Sustainability

Links

UNSPSC codes

[Form D Technical Bid Form-Excel - ITB 2024 53748 - to be filled and returned .xlsx](#)

[ITB 2024 53748 - Section II Schedule of Requirements- Service Rig- Re-bid .docx](#)

[ITB 2024 53748- Section I - Instructions to Bidders.pdf](#)

[ITB 2024 53748--Section IV - Contract Forms. \(3\).docx](#)

[ITB 2024 53748-Section III Returnable Bidding Forms.docx](#)

[ITB 2024 53748 - Section II Schedule of Requirements- Service Rig- Re-bid .docx.pdf](#)

[ITB 2024 53748-Section III Returnable Bidding Forms.docx.pdf](#)

Download all documents

# Project Lots

The Bid has three Lots:

Lot 1- Service Rigs with Accessories- 5 Units

Lot 2- Service Rigs with Accessories- 3 Units

Lot 3- Service Rigs with Accessories- 2 Units

Bidders are free to Participate for either one Lots or all of the Lots. However UNOPS will only Place order one of the three LOTS. Therefore UNOPS encourage participation in all LOTs.

## General Tender Information . . .

- ❑ **Bid Validity:** for a period of 90 days from the date of Bid Closing
- ❑ **Bid Security:** **It is not required**
- ❑ **Bank Guarantee for Performance:** 10% of the total Contract amount, issued in the form of an unconditional and irrevocable on-demand bank guarantee.
- ❑ **Advance Payment:** **It is not allowed**
- ❑ **Attendance for Clarification/Pre-bid Meeting** **IS NOT MANDATORY** but it is highly recommended
- ❑ **Site visit -** **It is not required**

# General Tender Information

- ❑ Description of the Requirement: **Supply & delivery of Service Rig for the Ministry of Finance.**
- ❑ Bid Reference: **Esourcing - ITB/2024/53748**
- ❑ Tender Posting Date: **10th Sep 2024 -**
- ❑ Link to Tender Posting on UNGM- **<https://www.ungm.org/Public/Notice/246219>**
- ❑ Deadline for Clarification: **23th of September 2024**
- ❑ Bid Closing Date/Time: **Date: 30th September, 2024 - Time: 09:00 UTC**
- ❑ PUBLIC BID **OPENING is not Applicable**
- ❑ Bid Currency is in **USD**
- ❑ Contract Award Criteria: **Lowest priced substantially compliant offer**
- ❑ Minimum Requirement for technical compliance: **Substantially compliant**

## General Tender Information . . .

- All queries and Clarification requests regarding ITB# **ITB/2024/53748** to be provided **on the esourcing platform**.
- Proposals must be delivered to the dedicated online eSourcing platform by the deadline date and time. **We recommend bidders to start preparing the documents and save the draft instead of waiting for the last minute**
- Proposals must be delivered as per the instruction stipulated on **“Section I”**
- Language of submission : English. **Documents in Other Languages such as Financial statement and Product Brochure must be accompanied by translated document.**

## Expected Delivery timeline

The Bidder is expected to deliver the below scopes of project.

- Under Each Lot the bidder is expected to deliver the Service Rig under the following conditions
  - DAP Incoterms 2020—with in 40 to 46 weeks after Contract signature
  - FCA Incoterms 2020- within 34 to 40 weeks after Contract signature

# Bid Evaluation

## The Bid Evaluation has The following Stages

- Eligibility and Formal Requirements
- Qualification Criteria
- Technical Criteria
- Financial Evaluation

## UNOPS Eligibility and Formal Requirements

1. Bidders is eligible as defined in the document Section I: Instructions to Bidders, Article 4
2. Proposal Submission Form is duly completed, and confirms that bidder accepts UNOPS General Conditions of Contract. Form B: Proposal Submission Form
3. Completeness of the Bid. All required Questionnaires (if any), and Returnable Bidding Forms and other documentation requested under the Document Checklist section have been provided and are complete

## UNOPS Qualification criteria

- **Financial capability.** Liquidity: the ratio of Current assets / Current liabilities over the last 2 years must be equal or greater than 1. Bidders must include in their Bid an audited balance sheets covering the last 2 years. (Please note that if bidders participate as a joint venture in this ITB, the leading partner of the joint venture member must meet the preliminary criteria and qualification criteria such as specific experience requirements and Liquidity ratio: the ratio Current assets / Current liabilities over the last 2 years.)

## UNOPS Qualification criteria ----con't

- Bidder should be in continuous business of manufacturing / supplying the same products or similar products such as supply of trucks and/or drilling service rig during the last 5 (five) years prior to bid opening. **(Please note that if bidders participate as a joint venture in this ITB, the leading partner of the joint venture member must meet the preliminary criteria and qualification criteria such as specific experience requirements and Liquidity ratio: the ratio Current assets / Current liabilities over the last 2 years.)**

## UNOPS Qualification criteria ---con't

- If a Bidder does not manufacture or produce the goods it offers to supply, She/he shall submit the Manufacturer's or Dealer Authorization using the form included in Section III: Returnable Bidding Forms to demonstrate that it has been duly authorized by the manufacturer or dealer of the goods to supply these goods in the country of destination.

## Technical criteria

The technical evaluation :

- Failure in mandatory eligibility and formal criteria and qualification criteria disqualifies the proposal.
- The Minimum Technical requirements are stated on Section II:Schedule of Requirement.

## Technical criteria---con't

The technical Criteria evaluation :

- Goods/services offered in the bid are substantially compliant and do not contain any material deviation(s) from the minimum technical requirement depicted in Form D.(The Minimum Technical requirements are stated on Section II:Schedule of Requirement.)
- The bid's Delivery Requirements (including Incoterms rule(s) requested) are substantially compliant and do not contain any material deviation(s) from the minimum requirement depicted in the Delivery requirements –Comparative Data Table.

## Technical criteria –con't

- The bidder shall provide documentation which outlines their approach, strategy, and/or current efforts to reduce the carbon footprint of their organisation.
- The bidder shall provide documentation that details their approach to ensuring equal opportunity, diversity, and inclusion within their organisation (e.g. equal pay policy, parental leave, the ratio of female to male employees, % of females in management positions, grievances disaggregated by gender, transparency of promotion criteria, sexual harassment policies). Bidders are encouraged to take the WEPs Gender Gap Analysis Tool to identify strengths, gaps, and opportunities to improve their performance on gender equality.

## Award Decision

- ***Award Decision: The lowest- substantially compliant bidder will be Awarded.***

Prospect Bidders shall return the following stamped and duly signed **RETURNABLE BID Documents**:

- Audited Financial Report for the last two years that have Balance Sheet.
- Business License/Registration License/Certificate of Incorporation
- Form A: Joint Venture Partner Information Form (optional)
- Form B: Bid Submission Form
- Form C: Price Schedule Form
- Form D: Technical bid Form
- Form E: Performance Statement Form
- Form F: Dealer or Manufacturer's Authorization Form ( at least for the main equipments such as Compressor,Deck Engine and truck)

## Bid will be rejected when:

- ❑ Not properly marked or addressed as required in the ITB
- ❑ Contain an alternate proposal
- ❑ Documents provided are not in English
- ❑ Bidders using different template or not using the returnable document provided.
  - Note that Bidders are required to use the excel version form D-technical bid form in addition to the PDF Format.

# Thank You

## Question and Clarification Session



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