

Pre-Bidding Meeting Minutes

Subject: Current repair of anti-radiation shelter of the Horohiv Lyceum, Horohiv Village Council, Bashtanka region, Mykolaiv, Ukraine – RFQ ref. No.: RFQ/2024/53010

Date/Time: 17 September 2024, 11:00 am Kyiv time

Method/Place: Google Meet, Kyiv, Ukraine

UNOPS Participants:

1. Volodymyr SENKIV, Senior Procurement Officer
2. Teresa MOLERO RODRIGUEZ - Senior Project Manager
3. Vitalii NAZARENKO - Civil Engineer
4. Hryhoriy Komisarov - Civil Engineer
5. Oleksandr MAKOVYEV - Civil Engineer
6. Vira SARRY - Quantity Surveyor
7. Svitlana Zakrynytska - Deputy Project Manager

Brief Summary of the Clarification Meeting:

Representatives of 4 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 “Restoring Communities and Social Infrastructure”;
- 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;
- 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;
- 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;
- Schedule of Details and Requirements;
- 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);
- It was clarified that bidders may opt to submit their bid as a Joint Venture in cases when independent bidder’s experience, turnover, key personnel, key equipment, etc. are not sufficient to satisfy UNOPS requirements under this tender. For this bidders will need to fill in Joint Venture Partner Information (Schedule 0.3). It was highlighted that UNOPS will treat the joint JV partners’ experience and qualifications.
- Special attention was drawn to the need to provide concise, but articulate Programme (Schedule 4.2) and Method Statement (Schedule 4.3), as well as compliant Team (Key Personnel) and Equipment;
- Advance Payment Guarantee and Performance Security requirements were articulated;
- 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;

- Construction debris removal will be coordinated with local authorities on a case-by-case basis, considering the needs of local municipalities.

As a result of verbal exchange with participants, below is the list of questions and answers:

Item No	Question	Answer
1	Based on the review of the BOQ, we did not find an object sound warning system for civil protection. There may be problems during commissioning of this site.	Such a system is not envisaged by the Design. UNOPS will contact the Design company to inquire about this question.
2	Is the Horohiv school operational at the moment?	The school works in an online mode. Occasionally, the school conducts extracurricular activities, but they are very rare. Until the shelter is put into operation and commissioned, the school will not be open.
3	The Design and BOQ is diverse and contains multiple sections. It is expected that frequent trips are expected to the site from the selected Contractor. Please elaborate on the measures UNOPS can undertake to ensure that Contractor's personnel are not summoned to the Armed Forces.	UNOPS can issue a letter signed by the UNOPS Country Director, which requests respective authorities not to undertake mobilization measures directed at the Contractor and its personnel for the duration of the Contract.
4	Is it possible to provide a list of BOQ work items, for which UNOPS expects to include materials in the work estimate?	The BOQ was compiled in accordance with the Methodological recommendations for determining the cost of construction, order No. 281 dated November 1, 2021, using the AVK 5 software complex. To clarify the components of the cost, please refer to the Estimate Norms of Ukraine (Кошторисні норми України) for reference and checking the respective Codes of the BOQ.
5	Please clarify if UNOPS has selected the design (author) and technical supervision companies	Design (author) supervision will be performed by the company, which developed the Design. Technical supervision entity will be communicated to the selected Contractor.

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