

Pre-Bidding Meeting Minutes

Subject: Current repair of the basement premises with the installation of the simplest shelter of the Inhulsky Lyceum, Inhulka Village Council, Bashtanka region, Mykolaiv, Ukraine – RFQ ref. No.: RFQ/2024/53833

Date/Time: 19 September 2024, 15:00 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. The BOQ contains two (2) tabs, each representing the specific Design and part of the shelter, and a Total tab. Bidders are required to fill in the Unit Price column in the respective tabs 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;
- When preparing the Program (Schedule 4.2), bidders must take into account the fact that the Ingul Lyceum works in an autonomous mode and students attend classes. Thus, the tender participants are offered to first repair the basement of the lyceum (161.81 square meters), and then move on to the current repair of the anti-radiation shelter of the lyceum (255.33 square meters), i.e. the Programme and Implementation Schedule must be consecutive, rather than parallel for both premises;

- 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 | Please confirm that the installation of the biological treatment unit should be outside (not inside the premises). | Confirmed. |
| 2 | Design documentation does not explicitly describe how the biological treatment unit and compressor should be mounted/installed. Please clarify. | The equipment of the treatment plant is provided in a modular form. There are two installation options. In the first case, the supplier provides instructions (technological map) for the installation of the equipment. In the second case, the supplier can include the cost of installation work in the cost of the equipment. |
| 3 | Please provide a clarification on the frequency of using the biological treatment unit, as it tends to dry out if not used regularly. | With constant power supply of the compressor, which is included in the equipment of the sewage treatment plant, specialized bacteria are in a vital state. |
| 4 | Please clarify the markings when installing the septic tank (biological treatment plant), as it is not clear from the Design Documentation. | The issue of clarifying the marking of the sewage treatment plant was transferred to the designer. The project organization will make changes as soon as possible. |
| 5 | Is performance security required under this tender? | Yes. It is required, using the UNOPS template. |

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