

Meeting Minutes : Pre-Proposal Meeting for RFP/2024/54454

RFP No.	RFP/2024/54454
RFP Description	<p>Provision of Site Assessment and Drawing Services for 30 Hospitals under the Health Information and Quality Improvement Project, Sri Lanka</p> <p>Lot 01: Provision of Site Assessment and Drawing Services for 11 Hospitals in Western, North Western and Southern Provinces of Sri Lanka</p> <p>Lot 02: Provision of Site Assessment and Drawing Services for 19 Hospitals in Eastern, North Central, Sabaragamuwa and Uva Provinces of Sri Lanka</p>
Date and time	06 November 2024, 11.00 am Sri Lanka Time
Location of the Meeting	Virtual Meeting - Google Meet Platform
Participants in the Pre-Bid meeting	<p>UNOPS Representatives</p> <ol style="list-style-type: none"> 1. Irfana Sally [Procurement] 2. Himath Weraduwa [Infrastructure] 3. Sripalee De Silva[Procurement] 4. Anushka Gayan [ICT] 5. Prospective Offerors

UNOPS representative welcomed the participants to the pre-proposal meeting and outlined the agenda and the purpose of the meeting.

A detailed overview of the Schedule of Requirements, RFP documents and particulars, evaluation method and criteria, and guidelines for proposal submission via the UNGM platform was provided. Participants were also provided the opportunity to present their clarification questions

1.0 Key Highlights

1.1 Section V: Requirements

- Identifying Access Points & Data Point Placement - placement according to the network coverage needs of each hospital with consideration for coverage density, interference, and optimal placement **will NOT be part of the design. (Heat Mapping for wifi coverage will not be required).**
- ICTA personnel will be assigned to oversee the hospitals. The assigned ICTA personnel will accompany the implementation team of the selected Consultant during the initial site visit to facilitate coordination with the hospital staff. The implementation plan provided in Section V: Requirements has been developed taking into account such considerations

1.2 Other considerations

- The selected consultant under this RFP will be ineligible to participate in the implementation of the network cabling project as either a bidder or a subcontractor.
- Deadline for Submission of Clarifications is 08 November 2024, 5.00pm Sri Lanka Time
- Deadline for Proposal Submission is 13 November 2024, 5.00pm Sri Lanka Time
- Proposal validity period required is 120 days
- Offerors must not include any pricing details in the technical proposal. Pricing information must be provided only under financial proposal.
- Irrespective of the number of lots quoted, the total requirement must be met in 09 weeks from contract signature. Liquidated/Delay Damages of 0.1% of the Accepted Contract Amount per day will be applicable up to an aggregate maximum amount of 10% of the Accepted Contract Amount
- Key Personnel : Offeror must ensure that team members proposed are not shared within or between teams and lots
- Available layout maps of hospital will be uploaded to RFP documents as an annex with the amendment

2.0 Clarification Questions and Answers

#	Clarification Question	Response to Clarification Question
1	Section V: Requirements indicates that if layout plans are unavailable, the design consultant will outline all the major building facilities. Could you let us know how many hospitals have any as-built drawings available for the exercise?	<p>We have currently approximately 15-20 site overall layouts of hospitals. We will provide the layouts along with the amendment.</p> <p>As-built drawings are not currently available for the hospitals. However, on visiting for implementation, the selected Consultant may gain access to detailed drawings if available.</p>
2	Section V: Requirements - Follow up to Q1 - Please confirm that the assumption we have to make is that the general measurements of the drawings will need to be conducted for almost all the hospitals.	Yes
3	Section V: Requirements - Do we only provide drawings including buildings identified in Initial network diagrams for cabling	<p>Yes. But drawings will not have to be very comprehensive. For instance:</p> <ul style="list-style-type: none"> • Cable path has to be detailed for floors, rooms, corridors

		<p>and other areas in buildings identified in Annex 03: Initial network diagrams for cabling provided with the RFP Documents . Other areas can be hatched</p> <ul style="list-style-type: none"> • Typical details such as mounting details of racks and other network equipment must be depicted in the drawings.
4	<p>Section V: Requirements: As per our understanding on the scope of work, this project will mainly need the involvement and professional input of ELV engineers. Can you please explain the role of the required civil engineer as part of the implementation team</p>	<p>A civil engineer's input will be required if the cables are passing underground, between buildings etc. for e.g. to address the requirement of additional poles , typical details such as mounting details as applicable etc.</p>
5	<p>Please explain the level of details required for the programme requested as part of the RFP proposal submission</p>	<p>Please submit an overall programme detailing how you will be meeting the requirements as set out in Section V: Schedule of Requirements. Please consider HSSE and QMS in your response for Programme and Method Statement</p>
6	<p>As per section V: Requirements - It is required that the preliminary design package is submitted for one hospital first.</p> <p>(i) Does this mean we could still proceed with other sites in parallel or we have to wait for the approval for the preliminary design package submitted.</p> <p>(ii) In the event the offeror is awarded both lots, do we submit a preliminary design for each of the lots separately or one preliminary design for both lots is sufficient?</p>	<p>(i) You can proceed with the site visits for the other hospitals in parallel.</p> <p>(ii) One preliminary design is sufficient for both lots in the event the offeror is awarded both lots</p> <p>The request for an initial submission is to ensure that the same standard is maintained for all hospitals.</p>
7	<p>Do you expect the selected Consultants to do the inspection and validate the initial design that you have provided for the requirement that is existing in the hospitals and should the the future requirements of the hospitals be considered as well?</p>	<p>The existing data and access points need not be included in the drawings. Future requirements should not be considered.</p> <p>Please consider information provided in the Annex 03: Initial network diagrams for cabling. However, at site visits during implementation, there may be a request for a few additional data points which shall be included in the drawings.</p>

8	Is public liability insurance the same as third party insurance? Can you please provide the limit for cover.	<p>Yes, we have requested for public liability insurance from the selected Consultant mainly because a certain part of the work must be carried out at hospitals with patients and machines</p> <p>We will revert with information on the limit.</p> <p>** The cover limit for public liability should be at least LKR 5,000,000 for the contract period</p>
9	How will the additional scope of work be managed?	Any additional work that requires contract amendment such as the inclusion of a new building will be reviewed and approved by UNOPS. Cost breakdown provided in the financial proposal will be used to ascertain the total cost for the additional work.
10	Will there be a UNOPS representative present while carrying out site assessment	<p>There will be an assigned ICTA personnel and representative from the Hospital (who are well informed of the requirement) working with the selected Consultant.</p> <p>UNOPS representative will visit as necessary</p>
11	Will permission be provided to enter and work at the hospitals	Yes, based on information provided by the consultant, required permission will be obtained and provided to the selected consultant to carry out their work