

## Minutes of Meeting

**RFP/2024/54902**

**Consultancy Services for Feasibility Study, Environmental & Social Impact Assessment, and Engineering Design For Baidoa City Drainage -Somalia**

**Meeting Location:** via Google Meet: link: [:/meet.google.com/svu-otbd-cjy?authuser=0](https://meet.google.com/svu-otbd-cjy?authuser=0)

**Pre Bid Meeting** **Date & Time:** Monday, 09 Dec, 2024 ; 02:00 PM - 03:00 PM (East Africa Time )

**Subject:** Pre-bid meeting

**Type of Document:** Minutes of meeting record

**Attendees:** UNOPS –

**Mahamed Korane AHMED - UNOPS Procurement Official (PO)**

**Tariq Yousef ALREFAI UNOPS Project Manager (PM)**

**Attendees:**Suppliers Not attached

### Overview

The pre-bid meeting was arranged for prospective bidders to seek any clarification they may require and help them submit complete and quality bids.

**Tender reference:** RFP/2024/54902

**Tender Title:** *Consultancy Services for Feasibility Study, Environmental & Social Impact Assessment, and Engineering Design For Baidoa City Drainage -Somalia.*

Topic	Discussion	Action / Output
Introduction	<b>Purpose of pre-bid meeting and the mode of presentation</b>	<p>The Project manager(PM) opened the pre-bid meeting by welcoming all the bidders and opened the meeting, followed by a brief presentation of the tendered RFP. He explained the nature and scope of the consultant's work. He reminded prospective bidders to review all bid documents carefully, and submissions should not be based on assumption of UNOPS' requirements and expectations. Those present were also reminded to raise questions via Esourcing , and UNOPS would respond accordingly.</p> <p>While attendance at the pre-bid meeting was not mandatory, the PO explained that this session was to provide an overview of the solicitation requirements through a Google Slides presentation. In addition, Minutes of the meeting would be uploaded on e-sourcing for the benefit of those who were not present during the pre-bid meeting.</p> <p><b>Key dates and bidding documents</b></p> <p>The presentation highlighted some key elements of the RFQ that require special consideration before and during the preparation of bids by potential bidders. The presentation was made under the following critical headings:</p> <ol style="list-style-type: none"> <li><b>Key Points to Note</b></li> <li><b>Useful Information</b></li> <li><b>Evaluation process and Criteria</b></li> <li><b>Bid documents and requirements</b></li> </ol>
Access to RFQ & e-Sourcing platform	<b>Key Points to Note</b>	<p>This is an Emergency Procurement Procedures (EPP) tender process for the Demolition of a dilapidated buildings at Forlanini Hospital compound, Mogadishu, Somalia.</p> <p>Through the presentation, the PO explained that the RFQ was launched online (e-sourcing platform) and all offers must be submitted online and bids received via any other means would automatically be disqualified.</p>

		All Vendors were advised to register on the UNGM (UN Global Marketplace) website. This will enable them to receive future bid announcements and registration UNGM is mandatory for the bid submission.
<b>Access to RFQ &amp; e-Sourcing platform</b>	<b>Useful Information</b>	<p>The PO explained to the bidders that UNOPS can amend the documents at any time during the solicitation process and post the amendments or clarifications on e-Sourcing platform</p> <p><b>Quotation Submission</b></p> <p>Quotations must be submitted through E-sourcing as mentioned in the Particulars.</p>
<b>Access to RFQ &amp; e-Sourcing platform</b>	<b>Evaluation process and Criteria</b>	<p>All the evaluation criteria were explained to the bidders one after the other.</p> <ul style="list-style-type: none"> <li>• Bids will be evaluated for conformity with the Eligibility &amp; Qualification criteria using a “Pass / Fail” rating to determine compliance with the requirements in the RFQ. Thereafter, a Technical Evaluation will be carried out using a “Pass / Fail” rating.</li> <li>• On the Technical The bids are to achieve 70% of the Total maximum points for stage: 500</li> <li>• If an offeror does not have all the expertise required for the provision of the Services described in the RFP, the offeror may submit a proposal in association with other entities, particularly with an entity in the country where the Services are to be provided. In the case of a Joint Venture, consortium or association:</li> <li>• (i) All parties of such Joint Venture, consortium or association shall be jointly and severally liable to UNOPS for any obligations arising from their proposal and the Contract that may be awarded to them as a result of this RFP;</li> <li>• (ii) The proposal shall clearly identify the designated entity designated to act as the contact point to deal with UNOPS. The duly filled Schedule 0.3 [Joint Venture Partner Information] must be included with the proposal. Such entity shall have the authority to make decisions binding upon the Joint Venture, consortium or association during the proposal process and, in the event that a Contract is awarded, during the duration of the Contract;</li> <li>• (iii) The composition or the constitution of the Joint Venture, consortium or association shall not be altered without the prior consent of UNOPS; and</li> <li>• (iv) Each Joint Venture, consortium, or association member shall meet the offeror eligibility conditions</li> <li>• During the Evaluation, UNOPS may request bidders to submit the necessary information or documentation within a reasonable period to rectify non-material non-conformities or omissions in the bid related to documentation requirements via the “Check and Clarify” method.</li> <li>• Only bids that meet the requirements of Eligibility and Formal criteria and Qualification &amp; are technically compliant shall be considered for Financial Evaluation</li> </ul>
<b>Key Points</b>		<p><b>Points Emphasized:</b></p> <ul style="list-style-type: none"> <li>• The RFQ is issued on emergency procurement procedures</li> <li>• The closing date and time was emphasized to the bidders.</li> <li>• Bidders should familiarize themselves with the criteria as set out in the bid documents so as to submit a correct and complete bid.</li> <li>• Bidders should provide contacts readily available during evaluation in case there are clarifications to be requested as this is a process under EPP we would require a quick response in case we seek clarifications from the bidders.</li> <li>• The participants were reminded not to indulge in any or perform any prescribed practices (fraud, false documents, cheating etc), UNOPS will check the veracity of each document submitted</li> <li>• UNOPS can amend the tender documents at any time during the solicitation period and post the amendments or clarifications on the e-sourcing platform.</li> <li>• Bidders should complete all returnable bid schedules with the appropriate notes, sign, stamp, and submit them under the related bid submission headings preferably in PDF format.</li> <li>• Quotations must be submitted as instructed in the particulars and the Evaluation criteria</li> </ul>

<b>Conclusion</b>		<p>The PO thanked all attendees for their participation in the pre-bid meeting and reminded that the meeting minutes would be posted online</p> <p>In conclusion, the participants were reminded to observe deadlines for bid submissions and that UNOPS will not accept any late submissions and/or any bids submitted outside the e-sourcing platform.</p> <p>All participants were reminded that the e-sourcing platform must be used for all communication (including seeking for clarifications) related to this tender.</p> <p>The meeting adjourned at 03.02pm.</p>
<i>Any other</i>		
<p><i>Minutes of the meeting was recorded by :</i></p> <p><b><i>Mahamed Korane AHMED</i></b></p>		