

### Pre bid Meeting Minutes

**Date:** May 10, 2025

**Time:** 10:30 AM to 11:40 AM

**Venue:** Google Meet

**Works Description:** Construction of Administrative Building for Kidane Mehret Catholic General Hospital; Adwa, Ethiopia Re -Bid

**ITB Reference:** ITB/2025/56383

#### Agenda

Attendance of the participants

Introduction of participants

Introduction of UNOPS team

Explanation of the pre bid meeting

Explanation of the ITB requirements for submitting successful bid

Question and Answer Session

#### Bidders Attendance:

6 representatives attended the pre-bid meeting.

#### Discussion

The pre-bid meeting was scheduled for March 10, 2025. The bid was posted on March 03, 2025 and the deadline for clarification is on March 18, 2025. Bid closing date is on March 21, 2025. We will inform bidders if there's any change.

- We don't provide public openings.
- Bid Currency is in USD
- Advance 10% will be provided
- Contract Award Criteria: Lowest Priced substantially compliant methodology
- Evaluation Criteria: Some of the evaluations are pass/ fail
- The project is financed by AICS
- Bidders are advised to submit their documents before the deadline.

#### Scope of works

The project includes Construction of the Administrative Building for Kidane Mehret Catholic General Hospital, Adwa, Tigray, Ethiopia. Detailed Architectural, Structural, Electrical and Sanitary drawings are provided on the ITB.

**Project Location**

The sites are located in Adwa, Tigray, Ethiopia with Site located at Kidane Mehret Catholic General Hospital, Adwa, Tigray, Ethiopia. Its distance from Mekele, Tigray is 163 km .

**Project Outputs**

**The program shall include the construction of the following facilities**

- Administrative Building
- External Works Including, External staircase, External Concrete Pavement , External fence and main gate, Rain Water Drainage, Ramps

The project will be implemented in an existing medical facility which is actively providing medical and related services for the community. As the construction is to be undertaken within the hospital compound, the contractor is expected to produce a methodology of implementing the project without disrupting the normal operations of the hospital.

Note: The contractor must collaborate closely with the UNOPS project management team to ensure alignment with project objectives and requirements.

**Health and Safety Environmental Requirements**

UNOPS has provided health and safety training for the contractors. We advise our partners to implement the training on site. The contractor must provide Personal Protective Equipment (PPE) for the workers. Once the contractor has been awarded for the bid we will share the health and safety plan and the contractor is advised to plan and appoint personnel to train and implement the health and safety training on site.

**UNOPS Eligibility and Formal Requirements**

- We conduct bidder eligibility internally
- The bid documents has to be fully completed
- The bidder must accept the conditions of contracts
- The bidder has the registration with the Sudanese Commercial Registrar the body that governs and regulates the construction industry in the Country.
- Bidder has to confirm 90 days validity period

	Bidders' Requests	UNOPS Clarification
1.	Are the Presentation Slides available for us to review later?	Yes, We will upload the presentation slides and meeting minutes in the esourcing platform.

2	Some of the returnable schedules that are marked as not used are indicated as important in the instructions for example the schedule named "self-disclosure"	Specific to this tender we chose not to use these returnable schedules therefore you are not required to fill out and submit the returnable schedules indicated as "NOT USED"
3	There are requirements for technical capacity but on the vendor document submission page we could not find where exactly they are supposed to be attached.	That was missed from our end, we will create the document submission tab along with the amendment.
4.	one of the criteria to evaluate as a similar experience I think it must be building project construction to project and the other criteria one of the past experience it should be with indigo or really organization. So in this part not necessarily only for building projects what if we have sim experience with illegal but it may not be building project it's better to clarify this point	Bidders must provide similar experience that are requested in the criteria section, If it does not meet the minimum criteria, could be similar construction (civil Work or experience with NGO's or international relief organizations) it will not meet our minimum criteria.
5	Regarding the required equipment in the machineries I think you request a commitment later. So what type of commitment later you require for this part is it possible to attach only commitment later for those machines.	There are 15 pieces of equipment we requested in terms of number of items. you have to provide either ownership certificate invoices or a lease agreement. A commitment letter on its own is not going to be enough to qualify you to pass this criteria.
6	The BOQ doesn't have doors and windows and also ceiling but on the drawing shows that there is a window schedule and also on the drawing there is a chip ceiling shown and also the BOQ does not contain glazing work. So is it an intended omission or is it just omitted because of oversight?	This tender is exclusive to only the civil works specified in the BOQ. As you might have noticed in the employer's requirements, you're expected to do collaborative work with suppliers of the doors, windows and other fixtures.

Meeting adjourned at 11:40 AM