

# Pre-Bid Meeting Minutes

**Subject: Establishment of multiple Long Term Agreements for the provision of Design & Engineering Support Services in Ukraine – RFP ref. No.: RFP/2025/56863**

**Date/Time:** 14 April 2025, 11:00 am Kyiv time

**Method/Place:** Google Meet, Kyiv, Ukraine

## **Brief Summary of the Clarification Meeting:**

The main purpose of this meeting was to elaborate on the Terms of Reference and engage interested bidders to familiarize themselves with the tender conditions/requirements/deadlines by directing them to UNGM: <https://www.ungm.org/Public/Notice/263442>.

Representatives of 20 interested companies participated in the Pre-Bidding Meeting. During the course of the meeting UNOPS/UNICEF/UNDP colleagues elaborated on the technical aspects of the Solicitation package, specifically the TOR, scope of Lots and respective deliverables. Special attention was given to the following and articulated to participating bidders:

- Background of the tender and explanation of recurring needs for the tendered services;
- VAT-exempt nature of this activity. It is worth mentioning that Bidders should prepare their financial proposals without own VAT;
- 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;
- Interested vendors must respond to this tender using the UNOPS eSourcing system, via the UNGM portal. In order to access the full UNOPS tender details, request clarifications on the tender, and submit a vendor response to a tender using the system, vendors need to be registered as a UNOPS vendor at the UNGM portal and be logged into UNGM;
- 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, 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.

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

Item No	Question	Answer
1	Question on LOT2: What section of design should the occupational health and safety engineer be assigned to?	Scope of engagement of Health and Safety, Social and Environment Engineer includes, but is not limited to, Health and Safety section of the Design Report (Пояснювальна Записка), Environmental Impact Assessment (Оцінка впливу на довкілля). In addition, UN Agencies take HSSE issues very seriously and the HSSE Engineer is expected to be involved in the Design development to cover HSSE aspects.
2	Does this correlate with Single project pipeline (SPP)?	Based on the SPP resource shared by the questioning bidder, the scope covered by this tender does not correlate with SPP. Moreover, due to the nature of the Long Term Agreement, future Call-Off Orders (Work Assignments) are

		hard to predict as they stem from a particular future Project/Donor requirement.
3	Are the construction works limited to the construction and rehabilitation of buildings only?	No. Such areas as road repair/construction and other types of rehabilitation/construction works may also be required in future.
4	Kindly confirm if the bidder can apply for a single lot, or if they need to apply for all lots at once?	According to RFP Particulars, Offerors shall be allowed to quote prices for one or more lots identified in this tender. However, offerors must offer 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Evaluation will be done per lot.
5	Can we review the BOQ requirements from each of the agencies?	Although UN Agencies have similar requirements to developing BOQs and Engineering Estimates, they may change from agency to agency.
6	The financial proposal template does not include the costs for international travel, accommodation, and daily allowances for international experts. Could you please confirm whether these costs will be reimbursed or not?	As this tender has a local context, it does not envisage reimbursement of international travel, accommodation, and daily allowances for international experts. In case of a joint venture where one of the members is an international firm, any international travel costs should be arranged between the JV members and incorporated in the daily rates.
7	What about fire protection? For all lots, it is missing. However, it is mandatory taking into account Ukrainian legislation. The aspect of fire safety is not a separate point for assessment.	Fire protection (as well as any other life safety measures) shall be included in the design scope as relevant requirements are included in the Ukrainian regulations. Specific tasks may have additional requirements, including fire protection, life safety and the likewise, and these requirements shall be obviously met by the consultant in the course of the services.
8	The Key Expert Matrix does not include expert requirements for Sustainability and Accessibility Works for LOT5. Could you please advise from which expert these services are expected?	The key experts for sustainability and accessibility will be provided by the Engineering teams, including professionals from Architecture, Civil, Mechanical, or Electrical Engineering disciplines with relevant experience.
9	Do you have an indication of the budget for the lots and an indication of average budget for the single calls?	It is not the common practice for UN Agencies involved in this collaborative procurement to disclose any budget estimates or plans. Moreover, future Call-Off Orders (Work Assignments) are hard to predict as they stem from a particular future Project/Donor requirement.
10	Query about Staff for the LOTS: • Some of the LOTS apparently acquire local experts & site people - Understood. • Some of the LOTS can (fully/partially) be performed out of Ukraine - Designwise as well as Project Management wise. If so, is there a risk of point reductions related to this matter?	Team members can be located outside of Ukraine. However, documentation proving their inclusion in the team is required. <u>It is imperative that despite their location, all key experts must meet the requirements stated in Annex A Key Experts matrixes.</u>

11	In the lot matrix you have allocated the Key experts required by lot. Does this mean that the lot sizes are limited to a particular size ? How does a bidder deal with a lot that is significant in size and there are significantly more experts required to what has been allowed for in the Lot matrix.	The number of experts indicated per Lot is the minimum requirement to complete the standard task applicable to that Lot. This is a minimum requirement. When a Call-Off Order/Work Assignment is placed for a specific project or task, if more staff is needed to complete the task, they will be added to the project matrix. The number of staff indicated is a minimum requirement for the tender. The number can be adjusted at the individual Call-Off Order stage depending on the capacity and scalability of the LTA Holder.
12	Can the deadline for tender submission be extended?	Due to the exigency situation in Ukraine and imminent business needs for the services, an extension of the RFP deadline is not foreseen at this stage.
13	In case an international company is only interested in the Design Review Lot, would it be acceptable that it not be registered in Ukraine?	The evaluation criteria have been revised and the requirements of Joint Venture members are now clarified under the relevant criteria.

The bidders were informed that the 2nd Pre-Bidding Meeting scheduled for 24 April 2025, 11:00 Kyiv time, will be dedicated to explanation of the administrative part, Returnable Schedules and Evaluation Methodology.

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