**Pre-Bid Conference held on 9th June 2016 at UNDP Annex Conference room at 14.00 Hours**

The conference was organized to address queries raised by potential bidders in regard to SLE/ITB/2016/01 Supply and Installation of Automatic Hydrological Monitoring Station issued on 2nd June 2016.

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| **Attendance in Person** | **Designation** | **Company/Department** | **Email Address** |
| Catherine Karanja | Procurement Analyst | UNDP Sierra Leone | Catherine.karanja@undp.org |
| Mariatu Swaray | Programme Specialist | UNDP Sierra Leone | Mariatu.swaray@undp.org |
| Mohammed Sahr Juanah | Head of Water Resources | Ministry of water |  |
| Tamba Bandagba | Ag. Head of Rural Water | Water Directorate |  |
| Sam Goba | Project Manager, UNDP/GEF Climate Change and Water Project, | Water Directorate |  |
| Alie Skaikay | Managing Director | SKAITEL (SL) LTD | skaitel@live.com |
| **Attendance on Skype** | **Designation** | **Company/Department** | **Email Address** |
| Georgie George  Skype ID georgie.george1 | Technical Advisor: Alternative Technologies-GEF( Addis) | UNDP Ethiopia Regional Office | georgie.george@undp.org |
| Jens Petry  Skype ID sebajpetry | Sales Manager | SEBA Hydrometrie GmbH & Co. KG | petry@seba.de |
| Faisal Mtwali  Skype ID faisalalmtwali | Technical Sales Manager | Sutron Corporation | faisal@sutron.com |
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Below are the queries raised and answers given by both the technical experts Ministry of Water Resources Sierra Leone, UNDP Regional Officer Addis Ababa (Ethiopia)and UNDP Procurement Specialist.

**Bidder’s Queries on SLE/ITB/2016/01 Supply and Installation of Automatic Hydrological Monitoring Station.**

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| No. | Questions | Answers |
|  | In the Datasheet, point C.15.2, it is noted that the maximum expected duration of contract is 14 days. This must definitely be a typing mistake. For a project this size with civil works and installation, it is going to take much longer than 14 days. What is the correct duration of the contract? | Bidders are free to propose a realistic timeframe. This element form part of the competitive process. Bidders must consider that the contract execution times must take into consideration all potential work and allow for some unforeseen delays. A “best case and worst case” timeline can be submitted for evaluation. However, UNDP tentative period is within 40 days. |
|  | In Section 3b, it is noted that the payment terms are 100% within 30 days upon UNDP acceptance of goods delivered. But you also note that max advanced payment is 20% of total price as per UNDP policy. In the data sheet point 12, you then note that advanced payment upon signing of contract is not allowed. Since this is a long lead time project, can we renegotiate the payment terms? | UNDP Payment Policy is net 30 days after satisfactory delivery. However, under special circumstances, if justified, a mobilization payment up to 20% may permitted subject to provision of a bank guarantee. |
|  | 3). Since the equipment is going to the Ministry of Water, we assume that there will be no import duties, taxes, VAT… Kindly confirm whether we would be required to pay any taxes | UNDP is tax exempt but the Government of Sierra Leone might require a certain percentage to be paid. |
|  | Can we submit our bid in electronic format via email? | No. All bids must be submitted through Courier Services. Please ignore all information regarding mode of submission provided earlier on. |
|  | We understand that we are required to supply 65 staff gauges. Are we responsible for installing them, or is this item just a supply item? | All equipment supplied must be installed. Companies are encouraged to source local assistance where practical to manage the installation of the gauges. |
|  | Do you have locations of the installation sites as to allow us to estimate distances? | |  |  |  |  | | --- | --- | --- | --- | | LOCATION | X | Y | **Station Number** | | KONSHO | 8.96195 | 12.08629 | 12 | | MUSAIA | 9.76855 | 11.57332 | 16 | | ARFANYA BADALA (ROKEL) | 9.32396 | 11.54062 | 1 | | BUMBUNA BRIDGE | 9.0529 | 11.728 | 2 | | PAMPANA | 8.66972 | 11.88482 | 5 | | Rokel @Magburaka Intake | 8.72805 | 11.94941 | 3 | | Addax downstream |  |  | 10 | | Yele | 8.40819 | 11.84448 | 7 | | Jong at Mokele | 7.71737 | 12.16573 | 8 | | Taima | 8.20471 | 12.66377 | 6 | | Moa at Gofor |  |  | 29 | | Mano |  |  | 31 | | Freetown |  |  | Western Area |   See attached Google Map. |
|  | Are all of your groundwater stations within GPRS cellular network? | GPRS network is available at all of the sites. There are a number of service providers that operate, but these may vary on the regions. |
|  | Are there any requirements to the civil works? Fencing? Concrete huts? | Yes. Please refer to the addendum of the ITB – the installation BOQs. |
|  | Extension of bid submission date. A bidder is saying 14 days is too short. Wants 3 weeks. | The submission deadline has been extended to 1st  July 2016 at 12.00 hours Local Time |
|  | Article 30 of the Data Sheet states the maximum contract duration is 14 days. Please confirm this is correct and that you expect the supply, delivery and installation of the items under this contract to be completed within 14 days of contract signature? | Refer to our responses for question 1. |
|  | Following on from the above Article 13 is prohibitive in that you are able to charge a maximum of 30% liquidated damages if we don’t comply with the delivery period you have indicated in Article 30. Again, please confirm this is correct. | Refer response to question 1 and 10 above. |
|  | Document format:  Please could you provide the tender document in a more user friendly format such as DOC? | For security purposes, the document cannot be in any other format except PDF. |
|  | Security of the UNDP drop box  How is the UNDP going to guarantee the security and integrity of the deposited documents in the drop box? Instead would it be acceptable to  submit the documents to an UNDP email address? | The idea of drop box has been cancelled. All Bids MUST be submitted by Courier. |
|  | Submitting requests for clarification  Please clarify the deadline for submitting questions regarding the tender?  Please take into account the planed addendum for this tender. | The deadline as per UNDP Policy is 14 days before the deadline. |
|  | Mobile phone network providers  Does the UNDP in Sierra Leone have a preferred mobile phone network  provider for the stations which will be installed with GPRS? | This must be checked with the Ministry of water. There might be an existing contract in place. Contractors must have the flexibility to select the mobile operator based on signal strength in the region. |
|  | Current meter:  In the tender there is a cup type current meter specified. This is very producer  specific. Please clarify if a propeller / impellor type is also acceptable | This should be okay. |
|  | Clarification for sensor  In specification 1. Point 13 is mentioned a water level sensor with built-in  data logger with keypad and SD-card slot for data redundancy. Please specify  the type of sensor? (radar, bubbler, pressure transducer, shaft encoder…) | Sensor must be a bubbler sensor |
|  | Yagi antenna:  Would it be acceptable to offer a different antenna which is highly?  recommended for this kind of application rather than a Yagi antenna? | Yes. Any antenna that meets the requirement is fine. |
| 19 | Ability to program sensor to measure on a different schedule than what the  logger is programmed to measure.  Please clarify this request | The department requires the ability to change the data sampling frequency and also the schedule to which it is transmitted i.e. sample X times a second, transmit average data for 15 or transmit all information for 15 mins. This is also dependant on data transmission costs. The user must have the capacity to adjust the information requirements (within reason).  The requirement is to have two loggers with displays and SD cards, each logger must be able to measure sensor at two different intervals. |
| 20. | Under the section Current profiler, the tender requests a software for  processing of gauging measurements as per WMO recommendation. Please could you specify if here a standalone software for ratings /  development of calibration curves is requested? | The ratings development and calibration can be either a standalone, or integrated into the profile suite. |