

April 20, 2017

**Responses to request for clarification during the Pre-Bid Meeting**

**Case references:**

1. Minor Work ITB: Sida-RAIP-IV-NTH-JWN-004-C2-003
2. Minor Work ITB: Sida-RAIP-IV-NTH-JWN-004-C2-004
3. Short Form ITB: Sida-RAIP-IV-NTH-SMN-001-C2-003
4. Measured Price ITB: Sida-RAIP-IV-NTH-SMN-001-C2-004
5. Measured Price ITB: Sida-RAIP-IV-NTH-SRL-002-C2-003

The pre-bid meeting for the above referenced Invitation to Bids was held in UNOPS Afghanistan Office in Kabul on April 20, 2017 between 10:30am to 12:00pm, Kabul local time.

UNOPS was represented by:

1. Mr. Mahbobulhaq Faizi, Procurement Officer, UNOPS RAIP-IV Project;
2. Mr. Abdul Hamid Ramin, Procurement Associate, UNOPS AFOC.

The pre-bid meeting was attended by the representatives of 13 (Thirteen) companies. The following subjects were comprehensively covered during the pre-bid meeting:

1. Overview of the Invitation to Bid document, contents, attachments and reference documents;
2. Eligibility and qualification criteria;
3. Evaluation methodology and criteria;
4. How to submit the proposal, when and where to submit the proposal, and;
5. Requirement of each Returnable Forms was thoroughly explained including the explanation of consequences of not submitting any of the Returnable Form and or submitting wrongly filled or incomplete documentation.

During the meeting, the below questions were asked and responded during the pre-bid conference.

**Q1:** How you award a contract if the bidder quoted very low price?

**Answer:** If our evaluation committee finds out very low and unrealistic bid price, they will conduct a price analysis for each line items of the submitted BoQ. Accordingly, the bidder will be requested to provide their breakdown of costs for major line items of their BoQ. For example, UNOPS will ask for the cost of material itself, cost of labor, cost of transportation, company's own overhead/profit, tax, insurance charges etc. Hence, if the bidder could justify their price and if they could provide UNOPS with proper and realistic breakdown of cost analysis, then the evaluation committee will be able to further evaluate their bid. If their price remains vague and not in accordance with local market rates, their bid will be automatically disqualified.

**Q2:** Do you require Bank Guarantee for Performance for each ITBs?

**Answer:** Yes, all ITBs required a Bank Guarantee for Performance, 10% of total awarded contract price.

**Q3:** Will UNOPS accept Audited Financial Report for only one year?

**Answer:** No. In accordance with each particular ITB requirements, it is either for the last 3 years or in any of the last 5 years. The companies must have Audit Reports for each transactional year in order for our evaluation committee to evaluate and obtain the total average for each specific year.

**Q4:** Can we provide letter of credit instead of bank statement?

**Answer:** No. Line of Credit or a Credit Letter from the Bank is not acceptable. Bidders must provide us their recent Bank Statements before the submission deadline of the ITB to show the required amount of Liquid Assets required under each specific ITB.

**Q5:** Can we submit our Bid in two envelopes technical and financial for works, because our financial/prices are already disclosed and how UNOPS technical evaluation committee evaluate our bids if they even see our price?

**Answer:** In accordance with UNOPS Procurement Manual and Procurement Methods, this is a one envelope procurement bidding process. It is normally used for such type of construction works (ITBs). Your bid will be evaluation in 4 stages as presented in slide show. The evaluation committee will not directly see your price, your bid will be checked at preliminary stage, qualification stage, technical stage and finally it will be financially assessed and will be compared with UNOPS estimation and further it will be arithmetically checked for any possible errors. Bidders how pass all stages of preliminary, qualification, technical and arose as lowest price will be called as "Lowest Price Substantially Compliant Bid". It doesn't mean that the lowest price is the winner.

**Q6:** Why you put that the bidders must have at least one similar contract during the last 3 years and under the financial you have requested a turnover for the last 5 years. Both must be during the last 3 years, how you will evaluate this?

**Answer:** The evaluation committee will evaluate each specific bid in a step by step manner. As you see our ITBs, first we have requested for at least one similar contract during the last 3 years. Our evaluation committee will check this, if your company didn't have one similar contract during the last 3 years, then the company will be disqualified at this stage and the evaluation committee will stop the evaluation. They will not check your turnover, your financial aspects etc. Therefore, our evaluation is conducted in a chronological order. Each bidder will be treated separately and in step by step methodology, failure of a bidder in any step will automatically stops the committee and the bidder will be disqualified. No further evaluation of other stages will be conducted and no further checks will be made.

**Q7:** Is there any insurance companies based in Kabul if you can recommend to us?

Answer: There are 3 Insurance companies in Kabul, where you can obtain your insurance and they are acceptable to UNOPS. The companies are ICA, Afghan Global Insurance and Afghan National Insurance Company.

**Q8:** After award of Contract, when we can collect our Bid securities?

**Answer:** After award of Contract, UNOPS will send Unsuccessful Bid notice to unsuccessful bidders and immediately they can visit our office with authorization letter to their representatives to collect their Bid Securities. It will normally happens in 14 days after award of the Contract.

**Q9:** Is there any issues with respect to land acquisition if people and community stops our works, who will coordinate and solve community and land lord issues?

**Answer:** UNOPS and our Client, MoPW, PDWs and RRDS will always liaise with local community, provincial works departments. In case of any land dispute and work stoppage, our site engineers will stop the work in one section of the road and the Contractor will be instructed to continue the construction work on other sections and parts of the road. Overall, with the help and coordination of our Contractors and Government, it will be solved.

At the end of the pre-bid meeting, all the prospective offerors were appreciated for their participation and they were further encouraged to read the entire ITB and were also encouraged and reminded of below important points:

1. Encouraged to conduct site visit of the projects in order to provide a comprehensive and realistic bid submission;
2. Please submit your Bids before the stipulated deadline for each ITB, **Late Bids will not be accepted.**
3. Conduct a market survey for construction material costs, labor costs and insurance costs to come up with realistic Bid prices. Lowest unrealistic Bid Prices which cannot be justified and not in-line with our local market will be disqualified.
4. If a bidder is willing to participate in all ITBs, they should be mindful to propose different staff under each specific project. Proposing same staff to all projects will only be considered for only one project, even if they meet all other criteria on other ITBs, their bid will be disqualified on the ground of same staff to other ITBs.
5. Attach the original Bid Security – Bidders should pay attention to use the bid security template as in the ITB to ensure there are no clauses contradicting UNOPS privileges and immunities, e.g. (*This guarantee is governed by the law of Islamic Republic of Afghanistan*) will not be acceptable.
6. If you don't have Audited Financial Report, it is highly recommended to consult with an Audit Firm and prepare your Audit Reports for the last 3 years i.e. 2014, 2015 and 2016.

**\*\*The meeting was concluded at 12:00PM\*\***