

United Nations Office for Project Services
Ethiopia Operational Hub – Ethiopia Office
Pre-bid Meeting Minutes
Meeting Reference: 01/RFQ/2019/12173

Date: October 30, 2019

Time: Started at 3:00 PM to 4:00 PM (in the afternoon)

Venue: Minilik II Avenue; ECA Compound; Zambezi Building; 4th Floor; West Wing; UNOPS
 Conference Room (CR)

Works Description: Provision of Geo-technical and Topographical Survey for the Construction of a
 Primary School in Tsore Refugee Camp near Assosa, Ethiopia

RFQ Reference: ITB/2019/12173

No.	Agendas	Discussions/Questions	Clarifications
	<p>Agendas:</p> <ul style="list-style-type: none"> ▪ Attendees registration ▪ Introduction of participants ▪ Introduction of UNOPS team ▪ Explain about the purpose of pre-bid meeting ▪ Review of the RFQ bidding document and technical requirements for successful bid submitting ▪ Question and Answer session <p>Bidders/Representative Attendance:</p> <ul style="list-style-type: none"> ▪ Three (3) representatives from two (2) prospect Bidders were attended the pre-bid meeting (pls refer the duly signed Pre-bid Meeting Attendance Sheet attached hereto as Annex 1). <p>Representatives were from the following companies/firms:</p> <ol style="list-style-type: none"> 1. Simret Bayou Consulting 2. Hunter Engineering 		
I	<p>Discussions:</p> <ul style="list-style-type: none"> ▪ The Pre-bid Meeting was started on time. Procurement Official on behalf of UNOPS Ethiopia Operations Hub (ETOH) expressed his gratefulness to prospect Bidders for responding to the RFQ pre-bid meeting invitation and shared their respective time shared with UNOPS. ▪ Prospect Bidders and/or their representatives were kindly requested to sign the Pre-bid Meeting Attendance Sheet and fill out bidders' information ▪ He also requested meeting participants to introduce themselves and the respective company they represented ▪ UNOPS representatives were also introduced themselves. Attendants from UNOPS were Fellow - Infrastructure/Engineering, Civil Engineer - Retainer and Infrastructure Procurement Officer. ▪ UNOPS representatives have presented major RFQ bidding as well as Technical requirements (pls refer the duly signed Pre-bid Meeting Presentation attached hereto as Annex 2) on the following major technical and tender document discussion outlines: <ul style="list-style-type: none"> ▪ Purpose of the pre-bid meeting ▪ General Tender Information ▪ Overview on the Terms of Reference (ToR) and Site Location ▪ Bidders Expectations ▪ Basic UNOPS Procurement Principles 		

- UNOPS Eligibility, Formal and Qualification Requirements
- Technical Requirements
- Contract duration and timeframe
- Suggested Files name for "Returnable Bid Schedules"
- Precaution when Submitting Bidding Documents
- Important Lessons from Previous Tenders
- Rationale for Putting Confidence on UNOPS eSourcing
- During the presentation and discussion, the following issues were emphasized:
 - The scope of this assignment is to conduct geo-technical investigation and topographic survey in Tsore Refugee Camp near Assosa, Ethiopia
 - The project comprises of Classrooms (4), Principals offices, Teachers rooms, Storeroom, Library, Demonstration room, etc. The plot of land is estimated to be 25,000 m²
 - It is noted that the plot of land for the school construction is not yet handed over to UNOPS.
 - **Bid Closing Date will be on November 6, 2019 @ 12:00 UTC;** hence bidders were strongly advised to organize all compulsory bid supporting documentations ahead to meet the deadline. It is emphasized that the eSourcing ERP system will automatically rejects any bid submission attempts just after a second set for bid closing. It was noted that few bidders failed to submit their respective bids in the previous RFQ tenders.
 - Bidders were advised to thoroughly read the Terms of Reference (ToR) which will help them to set reasonable rate during pricing.
 - It was stressed that there are four stages of evaluations. The first one is preliminary review whereby bidders' "Eligibility and Formal Criteria" be assessed. Only those bidders which will satisfy these requirements will further be considered for "Qualification" criteria. Bidders which will satisfy the "Qualification" criteria be further considered for "Technical Evaluation". At the final stage "Financial Evaluation" will be carried whereby technically qualified will be considered for price comparisons. Unlike Request for Proposal (RFP) contract award criteria for cumulative analysis of both technical and financial score, the contract award criteria for this RFQ tender is "**Lowest Priced Most Technically Acceptable Offer**"
 - Hence, bidders were strongly advised to **conduct thorough market research** which presumed make bidders to be REASONABLE in their respective rating thereby be competitive for bid award.
 - Besides, bidders **SHOULD ENSURE proposed key personnel meet** both educational qualification and experiences stated on the RFQ Terms of Reference (ToR). During the presentation it was noted that bidders were disqualified just because one key personnel did not meet the minimum requirement in the previous tender as such criteria is a **PASS or FAIL Criteria**.
 - It was noted that the contract duration will be 20 working days distributed over one month time. Hence, bidders were advised to deploy Geo and Topo Survey crew to meet UNOPS delivery time.
 - Bidders' representatives were also suggested to use the **File Name indicated on 20** of this Pre-bid Meeting presentation attached hereto. Further they were also advised to use **CORPORATE EMAIL UNGM Profile** instead of commercial email account such as yahoo.com; gmail.com; hotmail.com and such like.
 - Bidders were advised not to fail to attach either legal documents, audited financial statements and key personnel CVs which match to UNOPS minimum requirements.
- At last prospect bidders' representatives were given the opportunity to ask questions on either the technical and/or RFQ bidding document. The following questions were requested for further

	clarifications and the respective UNOPS Team clarified as follows:	
II	Bidders' Requests	UNOPS Clarifications
1	<ul style="list-style-type: none"> We noted that both the ToR and cost breakdown does not include chemical tests which are important for both soil and water tests which also involves costs to do them. Won't you include it? 	<ul style="list-style-type: none"> UNOPS engineers decided not to include the chemical tests in the ToR.
2	<ul style="list-style-type: none"> Unconfined Compressive Strength under Section 2.2 is included in the cost breakdown. We professionally suggest to exclude this test tacking in consideration that we can take the same information also from other tests. 	<ul style="list-style-type: none"> UNOPS engineers believe that from the Unconfined Compressive Strength test can get important information about the soil. For this reason we are going to keep this test in the ToR.
3	<ul style="list-style-type: none"> We noted that proposed time to mobilization is only two (2) working days. It is too short to mobilize crew and local laborers to the project site in such a short period of time. Hence, we request to consider it. 	<ul style="list-style-type: none"> The time for mobilization will be extended from two (2) days up to five (5) days. The total time for the implementation of the project is 23 working days.
4	<ul style="list-style-type: none"> We noted that topographical survey is required in 5 meters interval. Is it required in case of flat plot of land? 	<ul style="list-style-type: none"> UNOPS staff does not have enough information on the plot of land. Due to this reason the topographic survey is required in any case with an interval of 5 meters.
5	<ul style="list-style-type: none"> Excavation for taking sample is 2.0m x 2.0m width and 4.0m depth. Considering our experience in low lands weather condition such as Assosa, such width and depth is not practical. Hence, we suggest to make 1.5m x 1.5m and 2.5m depth so long as it allows a man to dig and not collapsible. 	<ul style="list-style-type: none"> Due to several reasons, the correct depth for the pit test is going to be 3 meters. The width and length of the pit might be even less than 2 meters as long as it allows a man to dig in safe conditions.
6	<ul style="list-style-type: none"> The ToR indicated there is significant tree. How significant is it in terms of width and height? 	<ul style="list-style-type: none"> For significant trees we consider the one with a diameter larger than 10 cm.
7	<ul style="list-style-type: none"> The ToR indicates the pit tests shall be done in the four corners of the compound and one in the middle. Considering the size of the land, the test pits are going to be far from each other. The distance between each other should be less than 30 meters. 	<ul style="list-style-type: none"> UNOPS engineers will show the exact location of the pit test during the first site visit.
8	<ul style="list-style-type: none"> The ToR indicates bidders are expected to submit audited statements for the last two years. We have financial statement but not audited. Will we be considered? 	<ul style="list-style-type: none"> Submission of audited statement is one of the qualification criteria. Hence, it is strongly advised to take prompt action to get the financial statements audited by external auditors before the bid closing.

The meeting was adjourned at 4:00 PM

Enclosure:

Duly Signed RFQ Pre-bid Meeting Attendance Sheet
Pre-bid Meeting Presentation



Pre-bid Meeting

Provision of Geo-technical and Topographical Survey
for the Construction of a Primary School in Tsore
Refugee Camp near Assosa, Ethiopia

Ref.: RFQ/2019/12173

Venue: UNOPS Conference Room, UNECA
Compound, Zambezi Bld., 4th Floor, WEST Wing

Time: 3:00 P.M to 4:00 P.M

Date: October 30, 2019

Addis Ababa, Ethiopia

Pre-bid Meeting Presentation Outlines

- ☐ Attendees registration, introduction and welcome notes from Infrastructure Team Leader
- ☐ Purpose of the pre-bid meeting
- ☐ General Tender Information
- ☐ Overview on the Terms of Reference (ToR) and Site Location
- ☐ Bidders Expectations
- ☐ Basic UNOPS Procurement Principles
- ☐ UNOPS Eligibility, Formal and Qualification Requirements
- ☐ Technical Requirements
- ☐ Contract duration and timeframe
- ☐ Suggested Files name for “Returnable Bid Schedules”
- ☐ Precaution when Submitting Bidding Documents
- ☐ Important Lessons from Previous Tenders
- ☐ Rationale for Putting Confidence on UNOPS eSourcing
- ☐ Request and Clarification Session

Purpose of the Pre-bid Meeting

- The Purpose of Pre-bid Meeting includes but not limited to:
 - To let prospect bidders well understand the **Scope of Service**
 - To familiarize UNOPS Core Principles of Procurement
 - UNOPS **Eligibility, Formal and Qualification** Requirements to be considered for subsequent technical evaluation
 - Explain UNOPS **Minimum Technical Requirements** and Award Criteria
 - What **Precaution measures** should bidders take while Submitting Bidding Documents
 - To share important **Lessons from Previous Tenders**
 - To familiarize **how UNOPS eSourcing operates**
 - Address Bidders Requests if any

General Tender Information

- ☐ Description of the Service: **Provision of Geo-technical and Topographical Survey for the Construction of a Primary School in Tsore Refugee Camp near Assosa, Ethiopia**
- ☐ Bid Reference: **RFQ/2019/12173**
- ☐ Tender Posting Date: **October 23, 2019**
- ☐ Deadline for Clarification: **November 4, 2019 @ 9:00 UTC (12:00 PM in the afternoon)**
- ☐ Bid Closing Date: **November 6, 2019 @ 12:00 UTC (3:00 PM)**
- ☐ Contract Award Criteria: **Lowest Priced Most Technically Acceptable Offer**
- ☐ Type of contract to be awarded: **Small Services Contract**
- ☐ Bid Validity: **It is for a period of 90 days**
- ☐ Attendance for Clarification/Pre-bid Meeting **IS NOT MANDATORY** for this RFQ Tender hence **no bidder will be disqualified** due to non attendance of this pre-bid meeting
- ☐ Group site visit **WILL NOT BE HELD**. Highly recommend bidders to conduct own site inspection before submitting the bid



Scope and Location of Primary Schools

- The scope of this assignment is: **Provision of Geo-technical and Topographical Survey for the Construction of a Primary School in Tsore Refugee Camp near Assosa, Ethiopia**
- The area of these schools ranges from **25,000 m²**



Scope and Location of Primary Schools

- The project consists: **Classrooms (4), Principals offices, Teachers rooms, Storeroom, Library, Demonstration room, etc**

No.	Grade 1-4 classroom recommendation Rooms	QTY	Area	Remark
1	Classrooms	4	$8 \times 7 = 56$	1.12 square meter f student
2	School Director (Principal)	1	$4 \times 4 = 16$	
3	Deputy Director (D/Principal)	1	$3 \times 4 = 12$	
4	Teacher room (staff)	1	$8 \times 7 = 56$	
5	Store	1	$8 \times 7 = 56$	
6	Library	1	$8 \times 7 = 56$	
7	Demonstration	1	$7 \times 15 = 105$	
8	Special needs	1	$4 \times 4 = 16$	
9	First Aid	1	$4 \times 4 = 16$	
10	Cleaners	1	$2 \times 2 = 4$	
11	Security (guard)	1	$2.45 \times 2.45 = 6.8$	
12	Toilets for teachers (gender separated)	2 (seats)	$1.50 \times 0.80 = 1.2$	
13	Toilet for students (gender separated)	4 (seats)	$1.50 \times 0.80 = 1.2$	The male and female has to be two separate at least 30 meter apart
14	Toilets for handicaps (gender separated)	2 (seats)	$0.90 \times 1.20 = 1.08$	Accessible walkway



Geo-Technical Investigation

The exploration of the site requires:

- test pit digging,
- visual classification and
- sampling of all strata likely to be significantly affected by load of the building.

The investigation shall be conducted to determine the stratification and the engineering properties of the soil/rocks underlying the site.

The scope of works includes the following tasks:

- Identifying and characterizing the rock/soil types through field and laboratory tests as itemized in the attached soil program;
- Identify groundwater and surface water sources in the selected area. Groundwater levels should be investigated and presented in a map. This must include the highest and lowest water level locations.
- Assessment of bearing capacity;
- Drawing conclusions and foundation recommendations;

Topographic Survey

- The total size of the school compound that must be analysed is **25'000 square meter**.
- Site boundary layout plan with indication of at least 2 benchmarks; Name, ID number and location of the reference BM has to be provided in the survey report.
- Detailed topographic survey by using Real Time Kinematic Global Positioning system (RTK-GPS) and Total Station. Latitude, Longitude and altitude (X, Y, Z) values of all points need to be taken considering a **5m grid showing contours of 0.25m interval**.
- Visual inspection on the site to note and mark features, and existing buildings, water meters, playground, water sources, electrical lines, accesses, roads and other structures which are on the project site.
- Topographic features in the study area must include, but not limited to, the following features:
 - All existing buildings and other structures with proper shape, number of floors and height in the site.
 - Significant trees.
 - Electric pole, tube well, utilities such as gas, water, drainage, sewage disposal within the site;
 - Adjacent roads with width, alignment and elevation.
 - Existing septic tanks with their dimensions.
 - Existing water tanks and steel towers.
 - The topographic survey work shall be directed by an experienced and qualified senior surveyor of the company. The consultant must be certified by the relevant Ethiopian authorities.
 - Nearest pipe of the Sewerage System (if existing)

Deliverables

- 3 copies of Compiled geo-technical investigation report (PDF).
- The report presents sampling methods, discussions, interpretations, conclusions and recommendations regarding the engineering behaviour of the geological formation. The report shall include climatic factors such as flooding possibility and soil potential volume change, presence of any soluble salts which has adverse effect on soil strength and other chemicals resulting corrosion of concrete and steel.
- The geotechnical report shall also include, but not limited to:
 - The starting and finishing date of test pits digging,
 - Sampling method used,
 - Weather condition,
 - Surface elevations of Test pits,
 - Vertical sections of test pits,
 - Ground water level measurement and date of reading,
 - Location of strata containing organic materials or other inconsistencies that might affect engineering conclusions,
 - Digital photographs at daylight condition need to be taken for at least 4 views of the whole school compound from different angles and at least 4 views of each building or all view by using a 360 degree camera. Digital files of the photographs need to be organized in a systemic way.
 - Colour photographs of representative test pits in two copies.
 - Generation of CAD format data of the school campus based on surveyed data and showing proper dimension of each infrastructure including the spaces between objects. Proposed new building location need to be determined in consultation with UNOPS Engineer.
- 3 hard copies and a soft copy in AutoCAD and PDF formats of the topographic map.

Deliverables

Item	Description of Tasks/Activities	Unit of Measurement (UoM)	Qty
I	Field Work		
1.1	Mobilization & Demobilization to the site	LS	1
1.2	Excavation of 5 Pits (2.0 m x 2.0m) to a depth of 4 m.	m³	80
1.3	Backfilling of the 5 pits.	m³	80
1.4	Collection of disturbed samples using box for log reports : 0-4 m	No.	5
1.5	Collection of undisturbed samples (if the characteristics of soil permits) for laboratory tests- 2 samples from each test pit at 1.5m and 3.0m	No.	10
1.6	Dynamic Cone Penetration Test (DCP) to the depth reached every 50cm starting from 1.5m	No.	30
II	Laboratory Tests		
	Disturbed Samples		
2.1.1	Gradation	No.	10
2.1.2	Atterberg Limits	No.	10
2.1.3	Specific Gravity	No.	10
2.1.4	Free Swell	No.	5
	Undisturbed Samples		
2.2.1	Unconfined Compressive Strength	No.	10
2.2.2	Direct Shear	No.	10
2.2.3	Moisture Content	No.	10
2.2.4	Bulk Density	No.	10
III	Topographical Survey		
3.1	Topographical Analysis of 25'000 square metres area.	Plot of Land (LS)	1
IV	Reporting Costs		
4.1	Soil Classification & Log Report	No.	2
4.2	Bearing Capacity & Foundation Recommendation Including Documentation & Reporting: shallow or deep foundations, bearing capacity, potential settlement, etc.	L.S	1

Bidders Expectations

- Bidders/Contractors would like to win the bid hence **deploy and commit resources**, just to name few:
 - **Professional fees** for experts who will prepare proposals
 - **Conduct market research** to let them offer competitively
 - Cost for lab related chemicals in case it outsource the service
 - **Stationeries, printing and scanning** expenses
 - **Communication and internet expenses**
 - May also incur **travel expenses** to visit each sites
- Hence, they would like to know how UNOPS Ethiopia Office operates transparently and fairly treat bidders during **tender solicitation, evaluation and award process?**
- That will lead us to understanding of the UNOPS Basic Procurement Principles and its eSourcing eProcurement portal (ERP system)

Basic UNOPS Principles of Procurement

- Procurement involves acquiring goods, works and services
- It follows the following four CORE principles:
- **Best Value for Money (VFM)**
 - ✦ It is the **core governing** principle
 - ✦ Selection of the offer that presents the **optimum combination of lifecycle costs and benefits**, and meets business needs
 - ✦ It should **not be equated with the lowest price**
 - ✦ It should consider **reliability, quality, experience, reputation, past performance**, cost/fee and reasonableness
 - ✦ Hence UNOPS does its **Estimated Price (EP) based on thorough market research . . .** Do not forget UNOPS is **trustee of tax payer money**
 - ✦ Soliciting offers and selecting a contractor should ensure maximum competition, minimize complexity of the process (**solicitation, evaluation and selection**), ensue impartiality, and select the highest degree and who best meet UNOPS requirement

Principles . . .

- **2. Fairness, Integrity and Transparency**
 - ✦ Procurement Process should ensure **openness, probity, complete and accurate records, accountability and confidentiality**
- **3. Effective Competition**
 - ✦ It should provide all eligible offerors with timely and adequate notification
 - ✦ An equal opportunity to tender bids
- **4. UNOPS's Interest**
 - ✦ Economy and efficiency in programme implementation
 - ✦ Access to procurement opportunities for all interested and qualified offerors
 - ✦ Giving all eligible offerors the same information and equal opportunity
 - ✦ Transparency throughout the procurement process

UNOPS Eligibility and Formal Criteria

Stage: Eligibility and formal criteria

Bidder is eligible as defined in the document Section I: Pass/Fail

Instructions to Bidders, Article 3 1.1 A Bidder shall **not have a conflict of interest** (refer the detail under Article 3). 1.2 A Bidder is not included in any UNOPS, UNGM, World Bank, and/or UNOPS Partner **Ineligibility List** (refer the detail under Article 3) — Pass or Fail

Completeness of the Quotation: Returnable Bidding Forms and other documentation requested under the Document Checklist section have been provided and are complete — To be checked by UNOPS and clarified if necessary Pass/Fail

A bidder submitted **renewed Business Licence and Tax Registration Certificate(s)** — To be checked by UNOPS and clarified if necessary Pass/Fail

Bidder **accepts UNOPS General Conditions** of Contract as specified in Section IV: Contract Forms — Pass or Fail Pass/Fail

UNOPS Qualification Criteria

Stage: Qualification criteria

Bidder has submitted RFQ proposal written in **English** — Pass or Fail

Bidder should be in continuous business for the provision of similar service for the **last 3 (three) years** — To be checked by UNOPS and clarified if necessary

At **least three (3) references are declared** by the Bidder with full contact details as per the template to confirm successful delivery of such services (preferably from UN Agencies and/or international NGOs) — To be checked by UNOPS and clarified if necessary

Bidder Confirmed the Quotation is Valid for the **period of 90** days from the date fixed for the submission deadline as set out in this RFQ — Pass or Fail

UNOPS Technical Criteria

Stage: Technical criteria

Proposed Methodology/Approach and Implementation Plan 1.1

Pass/Fail

To what degree does a Bidder understand the task? 1.2 Have the important aspects of the task in the respective "Schedule of Requirements" been addressed in sufficient detail in the proposed methodology/approach? — Pass or Fail

Is the Implementation Timelines (i.e., Work Plan) clearly indicates the bidder commitment to accomplish the service within 20 working days (4 calendar weeks) from the date of agreement? — Pass or Fail

Geo-technical Engineer: The extent to which the proposed Key Personnel satisfy the list of minimum academic, work experience and competencies requirements indicated on Page 7 of the respective Terms of Reference (ToR) — Pass or Fail

Pass/Fail

Senior Surveyor: The extent to which the proposed Key Personnel satisfy the list of minimum academic, work experience and competencies requirements indicated on Page 7 of the respective Terms of Reference (ToR) — Pass or Fail

Pass/Fail

Is (ASTM D 2216-92) used for index property tests such as moisture content, field and bulk density (ASTM D 2937-94), and specific gravity (ASTM D-854-90) — Pass or Fail

Pass/Fail

Are standards of (ASTM D 422-90) and (ASTM D 424, 432 and ASTM D 4318-84) for classification tests namely: sieve analysis and Atterberg limits respectively? — Pass or Fail

Pass/Fail

Contract Milestones and Timeframe


- The service contract shall take **20 working days distributed over one month (4 calendar weeks)**

Item	Activities	Timeline
1	Mobilization	2 days
2	Fieldwork	2 days
3	Laboratory Analysis	2 weeks
4	Reporting	2 days
Contract Duration		20 Days


Suggested File Names for Returnable Bid Schedules


- YOU CAN upload up to 20 MB in single file
- The Returnable Forms shall have **THE FOLLOWING FILE NAMES** to let Technical Panel EASILY LOCATE AND EVALUATE your bids:

 Form A - Quotation Submission Form.pdf

 Form C - Technical Quotation Form.pdf


 Form D - Previous Experience Form.pdf

 Form E - Key Personnel Form.pdf

 Form F - Renewed Business License; VAT Certificate.pdf

 Form G - Audited Financial Statements.pdf

Under "**Form B: Price Schedule Form**" the pdf and Excel File Names shall have the following details:

 19-08-28 - 3b - Form B Price Schedule - Eco-friendly Latrine.pdf

 19-08-28 - 3b - Form B Price Schedule - Eco-friendly Latrine.xlsx

Precaution when Submitting Form B: Price Schedule Form

- INSTRUCTION WHEN SUBMITTING PRICE SCHEDULE FORM B:
 - You are **not allow to change any service description** on this Excel sheet
 - You are only required to fill in the cells **“Rate/Unit Price” in ETB**
 - Upon filling in the Rate and/or Unit price, all other **calculations will be done automatically**, meaning you **DO NOT** have to temple with any other cell within this spread sheet
 - The summary sheet will also be fill in automatically
 - At the bottom of the **Price Schedule Sheet**, you are require to **fill & sign to authenticate**
 - Please note that this **Form B: Price Schedule Form** is part of the “Returnable Bid Schedules” and as such should be return (**both the printed and duly signed form; and the Excel Soft copy for Arithmetic check**) along with all other documents when submitting your tender

Important Lessons from Previous Tenders

□ Issues:

- Prospect Bidders fail to compile all compulsory legal documents such as **Renewed Business License, VAT Certificate, TIN, Audited Financial Statement, . . .**
- “Quotation Submission Form” either **not signed or stamped** by bidder’s corporate seal
- **Fail to properly name the files** as advised of “Returnable Bid Schedules” resulted delay in technical evaluation
- Prospect Bidders tend to wait up until the bid closing date and **rush at last hour** hence **fail to upload either all “Returnable Bid Schedules”** or missed the tender
- Internet and system glitch while sending and/or it becomes completely down
- **Fail to thoroughly conduct market prices** hence **end up exaggerated Unit Rate** against prevailing market price
- **Fail to submit Key Personnel CVs** which meet **UNOPS MINIMUM qualifications and Experience Requirements** as clearly stated in respective ToR
- **Fail to use CORPORATE EMAIL ACCOUNT** instead tend to use commercial account such as [@gmail.com](#); [@yahoo.com](#); [@Hotmail.com](#); . . .

Important Lessons . . .

□ Lessons/Solutions:

- Pre-plan to **compile all the compulsory records** such as business license, audited statements, CVs of Key personnel, . . .
- Establish multi-skill “**Tender Project Taskforce**” which consists professionals **Engineering, Accounting, Procurement/Materials Management and/or Admin** to leverage respective knowledge and skills comparative advantages
- **By any means avoid to submit at the eleventh hour, PUT your confidence on UNOPS eSourcing ERP system which assure 100% CONFIDENTIAL.**
BTW the system is subject to verification by eSourcing Administrators at **Head Quarter (HQ) staff at Copenhagen**
- **Still you have doubts ☺**, start to upload bidding documents early and submit just few minutes ahead of the bid closing time provided **internet facilities is Okay**

Rationale for Putting Confidence on UNOPS eSourcing

- ❑ Selective access to information based on User Roles (**Based on Principle of Segregation of Duties and Responsibilities**):
 - ❑ Procurement Official
 - ❑ Bid Opening Panel
 - ❑ Technical Evaluation Team
 - ❑ Procurement Reviewer at HQ in Copenhagen based on financial threshold
 - ❑ Procurement Authority (PA)
- ❑ **NOT POSSIBLE** for vendors to submit bids after submission deadline
- ❑ **NOT POSSIBLE** for any UNOPS personnel to access bids before bid opening
- ❑ Only approved **Technical Evaluation Team** access for bidders' submissions
- ❑ Clarifications and/or amendments are shared to **all bidders at a time** which assure equitable vendors treatment
- ❑ Automatic posting of Contract Awards on UNGM

Thank You

Request and Clarification Session



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