

Pre- Bid Meeting Minutes & Site Visit
RFQ/01/2018 – Perimeter Wall & Entrance Repairs/Upgrade

Date: Monday 8 October 2018

Time: 11:00 to 12:00

Location: UN House, 2nd Floor Meeting Room

Attendees:

1. Representatives from the Joint Office (Operations Manager, Procurement Associate, and Security Assistant)
2. Representative from D.S.L., Const. Santana Lda, CAD Engenharia e Construção, Construfer, Inedito Custodio Lda, Fteberox Ribeiro construções, Vilacelos.

I. Introduction

The Operations Manager opened the meeting and welcome the attendee on behalf of UN Cabo Verde, and requested the representative to introduce himself. She then briefed all the bidders on the purpose of the meeting.

Purpose: To clarify issues in the Request for Quotation (RFQ) and to answer any questions that may arise at this stage, and to help bidders to fully understand the requirements in the RFQ.

The bidder was informed that they can raise queries through Questions and Answers session after the introduction, and that the minutes of the meeting will be share via email and posted on the UN Cabo Verde website.

The Procurement associate read all the points on the RFQ document to the attendees, with emphasis on the following important notes:

1. General:

- UNDP will select 1 vendor.
- Contract duration: 1 to 2 Months.
- If bidders have queries, they should be submitted to UNDP latest 4 days prior to submission deadline.
- Templates are included. Bidders should follow templates.

2. Evaluation process:

- Technical proposal will be evaluated first.
- Bidders must meet evaluation criteria to be qualified.
- Only bidders technically qualified will be assessed in financial evaluation stage.
- Submission obtaining the lowest price will be selected.

3. Preparing proposal:

- Bid Language: English or Portuguese
- Proposal validity: 60 days from submission deadline
- Please refer to the evaluation criteria in the RFQ for UNDP requirements while preparing proposal. Bidders should provide in their proposal relevant information, proof/evidence they have for each criterion.
- All templates are included in the RFQ, Bidders should follow the templates for submission.

4. Proposal submission:

- Submission deadline: 19 October 2018 at 16:00 Cabo Verde time
- Subject of envelop: (Name of bidder), Indicate the Ref: "RFQ/01/2018 – Perimeter Wall & Entrance Repairs/Upgrade"
- Delivered at the UN House and via email to procurement.cv@cv.jo.un.org
- Submission of 1 hard copy and 1 Soft copy (via email) of the Technical proposal only

II. QUESTIONS/ANSWERS SESSION

No.	Query	Answer
1	The UN blue color to be used for painting is very expensive. Is this the color that should be used for the entire works?	No. The UN blue will only be used for the entrance. The perimeter wall will be the same color, cream. Please see the bill of quantities.
2	The criteria indicate 5 years' experience for the company. If the company has qualified staff with more than 5 years' experience can the company, be accepted?	The criteria are as indicated on the RFQ, and as advertised, they cannot be modified.
3	Where can we locate the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List?	The lists are online, they can be found on the UN website. We can also share the link on our page with the pre-bid meeting notes. https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions/ineligibility-list/

III. SITE VISIT

Site visit of the perimeter wall and entrance was conducted.