

**United Nations Office for Project Services**  
**Ethiopia Operational Hub – Djibouti Office**  
**Pre-bid Meeting Minutes**  
**Meeting Reference: 01/ITB/2019/9109**

**Date:** April 2, 2019

**Time:** Started at 9:00 A.M to 11:00 A.M (in the morning)

**Venue:** Chambre de Commerce de Djibouti; Place la Garde, Djibouti

**Works Description:** Construction of Emergency Shelter for Victims of Trafficking and Vulnerable  
 Smuggled Migrants in Lac Assal, Djibouti – RE-BID

**ITB Reference:** ITB/2019/9107

No.	Agendas	Discussions/Questions	Clarifications
	<p><b>Agendas:</b></p> <ul style="list-style-type: none"> <li>▪ Attendees registration</li> <li>▪ Introduction of participants</li> <li>▪ Introduction of UNOPS team</li> <li>▪ Review of the bidding document</li> <li>▪ Question and Answer</li> </ul> <p><b>Bidders/Representative Attendance:</b></p> <ul style="list-style-type: none"> <li>▪ 9 representatives from 11 prospect Bidders/Contractors were attended the pre-bid meeting (<a href="#">pls refer the duly signed Pre-bid Meeting Attendance Sheet attached hereto as Annex 1</a>). Representatives were from the following prospect bidders/Construction companies:               <ol style="list-style-type: none"> <li>1. Huwas</li> <li>2. Jean</li> <li>3. Entreprise Emel</li> <li>4. Entreprise AL Moumin</li> <li>5. Osea Company</li> <li>6. Entreprise Le Progres</li> <li>7. Sment Group</li> <li>8. MADIBA Construction</li> <li>9. Entreprise Siyan</li> </ol> </li> </ul>		
<b>I</b>	<p><b>Discussions:</b></p> <ul style="list-style-type: none"> <li>▪ The Pre-bid Meeting started on time. The Infrastructure Project Team Leader on behalf of UNOPS Ethiopia Operations Hub (ETOH) expressed his gratefulness to prospect Bidders/Contractors for responding to the ITB pre-bid meeting invitation and shared their respective time shared with UNOPS;</li> <li>▪ Prospect Bidders/Contractors and/or their representatives were kindly requested to sign the Pre-bid Meeting Attendance Sheet and fill out bidders' information;</li> <li>▪ UNOPS representatives were also introduced. Attendants from UNOPS were the Infrastructure Team Leader; Senior Civil Engineer - Retainer and an Engineer from the Infrastructure Team;</li> </ul>		

	<ul style="list-style-type: none"> <li>▪ He also requested meeting participants to introduce themselves and the respective company they represented;</li> <li>▪ Infrastructure Team Leader presented major "Technical and ITB bidding requirements (<a href="#">pls refer the duly signed Pre-bid Meeting Presentation attached hereto as Annex 2</a>) on the following major technical and tender document discussion outlines: <ul style="list-style-type: none"> <li>▪ Important bid deadlines</li> <li>▪ Scope of the Works (SOW) and Site locations</li> <li>▪ UNOPS Health and Safety and Environmental (HSE) requirements</li> <li>▪ Basic UNOPS Procurement Principles and Due Diligences</li> <li>▪ UNGM and Bid eSubmission on eSourcing Procurement Portal</li> <li>▪ Duration of works</li> <li>▪ UNOPS Eligibility, Formal and Qualification Requirements</li> <li>▪ Returnable schedules and its importance</li> <li>▪ Important Lessons from previous tenders</li> </ul> </li> <li>▪ At last prospect bidders' representatives were given the opportunity to ask questions on either the technical and/or ITB bidding document. The following questions were requested for further clarifications and the respective UNOPS Team clarified as follows:</li> </ul>	
<b>II</b>	<b>Bidders' Requests</b>	<b>UNOPS Clarifications</b>
<b>1</b>	<ul style="list-style-type: none"> <li>▪ The Bidders have requested which Construction Code must be followed.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The construction code is: Eurocodes.</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>▪ Returnable Bid Schedule 3 – Bidder Details: In Djibouti there are no Categories, according with the bidders we have discussed on which documents must be provided.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The bidders have to provide two documents: <ul style="list-style-type: none"> <li>- "Patente";</li> <li>- ODPIC;</li> </ul> </li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>▪ During the explanation of the project, the bidders have requested more Geotechnical information.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The topo and geo-technical survey report can be referred from Annex 2 of the solicitation document.</li> </ul>
<b>4</b>	<ul style="list-style-type: none"> <li>▪ The bidders have requested information about the quality control frequency and who is going to be in charge of the payment.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The frequency is indicated in the technical specification and the payment is going to be funded by the bidders.</li> </ul>
<b>5</b>	<ul style="list-style-type: none"> <li>▪ The bidders have requested which kind of insurance is required under Schedule 7 of the contract.</li> </ul>	<ul style="list-style-type: none"> <li>▪ After the explanation of the insurances required in the contract the bidders explained that in Djibouti there is only one Insurance that cover everything.</li> </ul>
<b>6</b>	<ul style="list-style-type: none"> <li>▪ The bidders have requested clarification about the "Current Ratio" required in the document 8.4 Financial Capability – Liquidity.</li> </ul>	<ul style="list-style-type: none"> <li>▪ It was showed them an example on how to calculate the "Current Ratio". After the explanation, everything was clear.</li> </ul>
<b>7</b>	<ul style="list-style-type: none"> <li>▪ The bidders have asked if are mandatory the 10 years of experience for the company.</li> </ul>	<ul style="list-style-type: none"> <li>▪ In the presentation used for the meeting, the slide "Returnable Bid Schedule 8 – Capacity, Experience, Work in Hand and completed" indicate that the years of experience required for the company was 10 years but it has been changed in four (4) years.</li> </ul>

<b>8</b>	<ul style="list-style-type: none"> <li>Few Bidders have requested if it is possible to change the BoQ if they estimate a different amount for each work/material.</li> </ul>	<ul style="list-style-type: none"> <li>It was explained that the BoQ must be the same for all the bidders and therefore it's impossible to change it. If during the implementation of the project the quantity will be different (increase or decrease) also the payment will change.</li> </ul>
<b>9</b>	<ul style="list-style-type: none"> <li>The bidders have requested to postpone the Bid Closing Date to let them offer competitive bids while satisfying UNOPS documentation requirements</li> </ul>	<ul style="list-style-type: none"> <li>The Bid Closing Date decided to be on May 2, 2019</li> </ul>
<b>10</b>	<ul style="list-style-type: none"> <li>The bidders have requested if it is possible to create Joint Venture so that they can comply all the requirements to participate at the BID.</li> </ul>	<ul style="list-style-type: none"> <li>Yes, bidders can form a Joint Venture (JV). However, all joint venture members combined must meet the evaluation criteria stipulated in the respective ITB.</li> </ul>

The meeting was adjourned at 11:00 AM



# Pre-bid Meeting

Construction of Emergency Shelter for  
Victims of Trafficking and Vulnerable  
Smuggled Migrants in Lac Assal, Djibouti –  
RE-BID

ITB Ref.: ITB/2019/9109

Venue: Chambre de Commerce de Djibouti; Place la  
Garde, Djibouti

Time: 9:00 A.M to 11:00 A.M (Djibouti Time)

Date: April 2, 2019

Djibouti City, Djibouti



# 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 Scope of the Works (SOW) and Site Location
- ☐ UNOPS Health and Safety; and environmental requirements
- ☐ Bidders Expectations
- ☐ Basic UNOPS Procurement Principles
- ☐ Bid eSubmission on UNOPS eSourcing Procurement Portal
- ☐ UNOPS Eligibility, Formal and Qualification Requirements
- ☐ Technical Requirements: “Returnable Bid Schedules” submissions
- ☐ Essential Equipment / Machineries Requirements
- ☐ Suggested Files Name for “Returnable Bid Schedules”
- ☐ Precaution when Submitting Priced BoQ
- ☐ Important dates and Contract Duration for the Construction Works
- ☐ Conditions of contract (Performance bond, Liquidated Damaged - LD)
- ☐ Important Lessons from Previous Tenders
- ☐ Rationale for Putting Confidence on UNOPS eSourcing
- ☐ Causes for Vendor Sanctions
- ☐ Questions and Clarifications Session

## General Purpose of Pre-bid Meeting

- To clarify UNOPS Scope of Works (SoW) and Construction Sites
- To communicate major submission deadlines
- To comprehend UNOPS General Procurement Principles
- To familiarize with UNOPS eSourcing bid submission
- To familiarize with UNOPS Health & Safety and Environmental (HSE) Requirements to be complied
- Understand UNOPS Eligibility, Formal and Qualification Requirements
- To identify what are the Technical Requirements “Returnable Bid Schedules” and how respective File Names should be stated
- To assert the importance to use of **CORPORATE EMAIL on Bidder's UNGM PROFILE**
- To let prospect bidders submit complete and competitive bids; and
- What **causes for Vendor Sanctions**



## General Tender Information

- **Description of the Works:** Construction of Emergency Shelter for Victims of Trafficking and Vulnerable Smuggled Migrants in Lac Assal, Djibouti – RE-BID
- **Bid Reference:** ITB/2019/9109
- **Tender Posting Date:** March 29, 2019
- **Deadline for Clarification:** April 11, 2019 @ 9:00 UTC
- **Bid Closing Date:** April 17, 2019 @ 12:00 UTC
- **PUBLIC BID OPENING** is not Applicable
- **Contract Award Criteria:** Lowest Evaluated Priced Bidder of the Substantially Compliant Bid

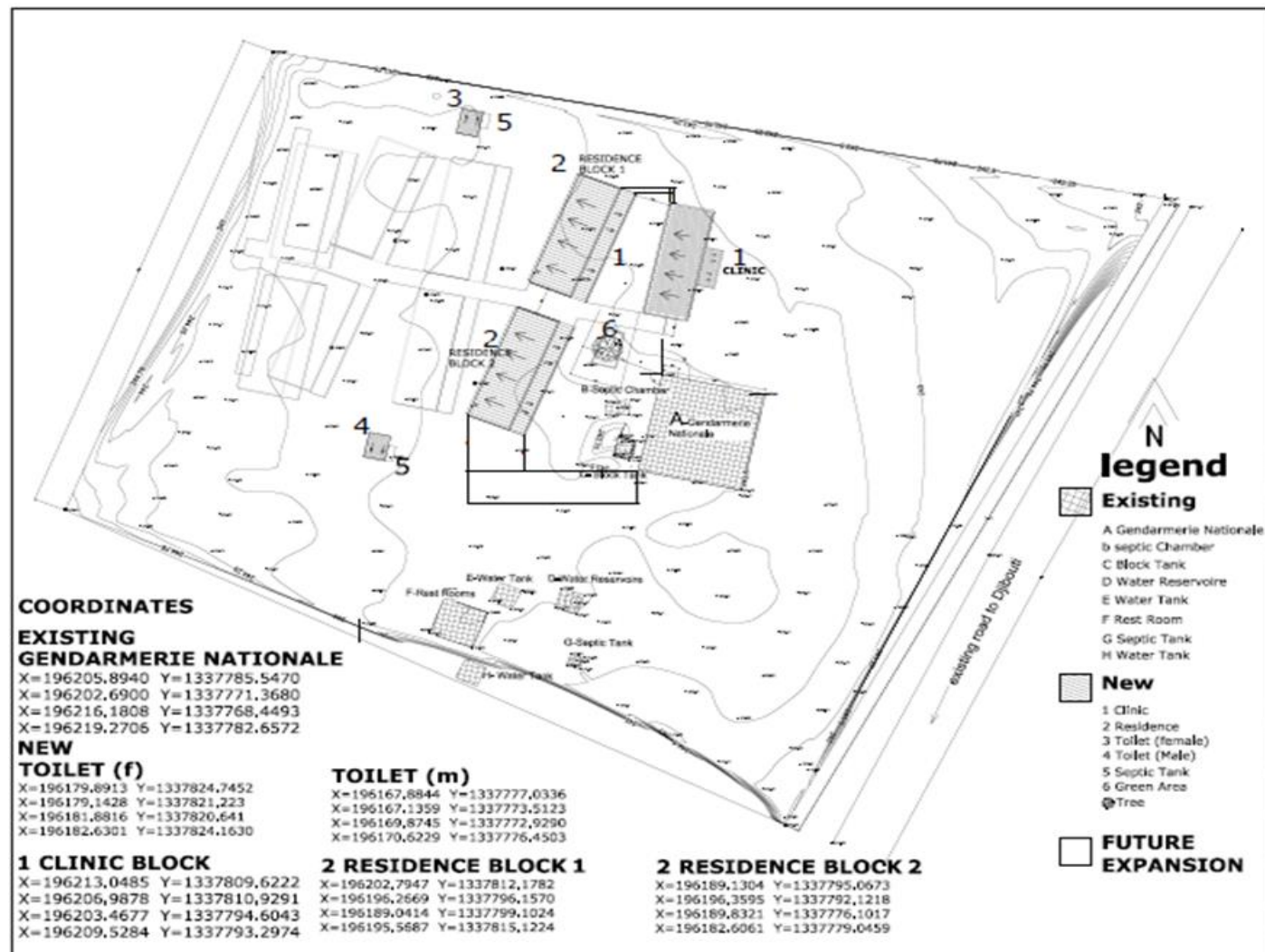
## General Tender Information . . .

- ❑ Bid Validity: **It is for a period of 90 days from the date of Bid Closing**
- ❑ Defect Notification Period (DNP): **It is 12 months (365 calendar days)**
- ❑ Bid Security: **It is not required**
- ❑ Bank Guarantee for Performance: **10% of Accepted Contract Amount upon award**
- ❑ Advance Payment: **Not Allowed**
- ❑ Attendance for Clarification/Pre-bid Meeting **IS NOT MANDATORY** for this ITB Tender hence **no bidder will be disqualified** due to non attendance of this pre-bid meeting
- ❑ Group site visit **WILL NOT BE HELD** but strongly advised bidders to conduct own site inspection before submitting the bid



# Construction Sites

## Lac Assal, Djibouti



# Health & Safety and Environmental (HSE) Requirements

## ☐ Purpose

- ☐ Prevent accidents, improve health and safety at the construction site through standard procedures, awareness and education

## ☐ Personal Protective Equipment (PPE)

- ☐ High visibility jacket/vests, safety helmets and safety footwear (incorporating steel toe-caps and mid-sole) must be worn at all times.
- ☐ Safety goggles for protection during all cutting, grinding and drilling operations or where there is risk from impact, dust, chemicals or hot metal.
- ☐ Ear protection during all operations which produce noise above the level at which you need to raise your voice to be heard. Gloves during concreting work.
- ☐ Stocks of all necessary PPE should be held on site and be made available by winning Contractor/bidder.
- ☐ Contractor and Sub-contractor Managers are responsible for briefing their own workforce
- ☐ Both UNOPS Health & Safety and Environment Management Plans shall be applicable

## Bidders Expectations in this tender

- Bidders/Contractors would like to win the bid hence deploy resources, just to name few:
  - **Labor expenses** for experts who will conduct material and labor cost market research; and prepare BoQs
  - **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 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 general principles:
- 1. Best Value for Money
  - 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
  - Soliciting offers and selecting a contractor should **ensure maximum competition, minimize complexity of the process (solicitation, evaluation and selection)**, ensure 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**
  - ☐ **UNOPS eSourcing 100% assure it**
- **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



# Tender eSubmssion

- The ITB tender document can be accessed by clicking the following link:  
<https://www.ungm.org/Public/Notice/87120>

## UNOPS

Construction of Emergency Shelter for Victims of Trafficking and Vulnerable Smuggled Migrants in Lac Assal, Djibouti - RE-BID Invitation to bid

Reference: ITB/2019/9109  
 Beneficiary country(ies): Djibouti  
 Registration level: Basic  
 Published on: 29-Mar-2019  
 Deadline on: 17-Apr-2019 12:00 0.00

### Description

#### TENDER DESCRIPTION:

The United Nations Office for Project Services (hereinafter referred to as UNOPS) is pleased to invite competent Bidders/Contractors to submit their respective competitive proposal for the **Construction of Emergency Shelter for Victims of Trafficking and Vulnerable Smuggled Migrants in Lac Assal, Djibouti** in accordance with the UNOPS General Conditions of Contract, Technical Specifications (TS) and the "Scope of the Works (SoW)" herein uploaded under file ref. "ITB Scope of Works (SoW)".

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IMPORTANT NOTE: 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. For guidance on how to register on UNGM and submit responses to UNOPS tenders in the UNOPS eSourcing system, please refer to the user guide and other resources available at: <https://esourcing.unops.org/#/Help/Guides>

### Documents

### Contacts

### Links

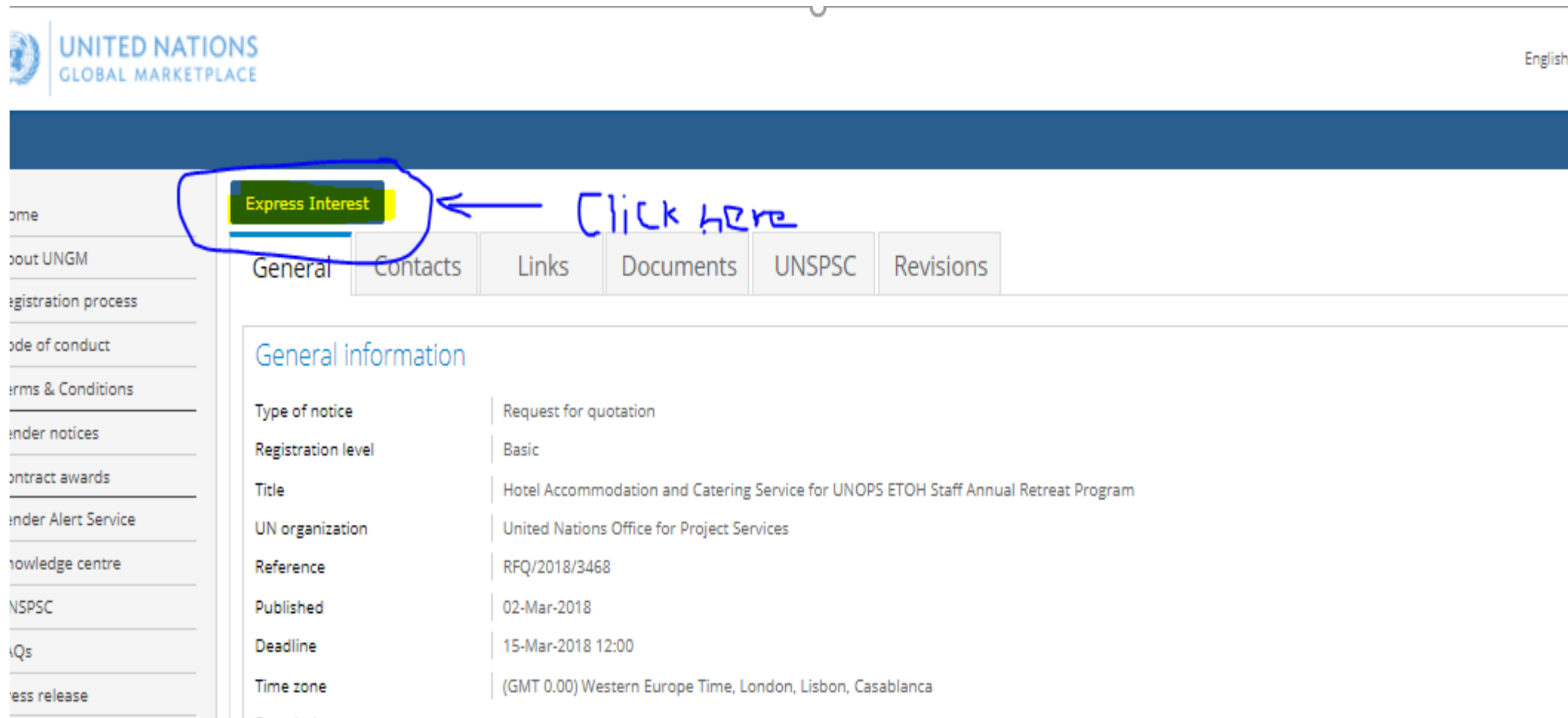
### UNSPSC

### Revisions

[19-03-28 - 1 - ITB Short Form Construction Contract Section I InstructionsToBidders.pdf](#)  
[19-03-28 - 2 - ITB Short Form Construction Contract Section II ReturnableBidSchedules.docx](#)  
[19-03-28 - 3 - ITB Short Form Construction Contract Section III UNOPS SFCC - DRAFT.pdf](#)  
[19-03-28 - 4a - ITB Scope of Works and Returnable Schedules Submission Instruction.pdf](#)  
[19-03-28 - 4b - Technical Specifications.zip](#)  
[19-03-28 - 5 - BoQ Returnable Price Schedule 4 - Shelter and Health Center in Lac Assal, Djibouti.xlsx](#)  
[19-03-28 - ANNEX 1 - UNGM Cmpnelt Set of Drawings.pdf](#)

# Tender eSubmssion

- Click “Express Interest”



The screenshot displays the United Nations Global Marketplace interface. The header includes the United Nations logo and the text 'UNITED NATIONS GLOBAL MARKETPLACE' on the left, and 'English' on the right. A dark blue navigation bar contains a sidebar on the left with links like 'Home', 'About UNGM', 'Registration process', 'Code of conduct', 'Terms & Conditions', 'Tender notices', 'Contract awards', 'Tender Alert Service', 'Knowledge centre', 'UNSPSC', 'FAQs', and 'Press release'. The main content area features a horizontal menu with tabs: 'General', 'Contacts', 'Links', 'Documents', 'UNSPSC', and 'Revisions'. The 'Express Interest' button is highlighted with a blue circle and a handwritten arrow pointing to it with the text 'Click here'. Below the tabs, the 'General information' section is visible, containing a table with the following details:

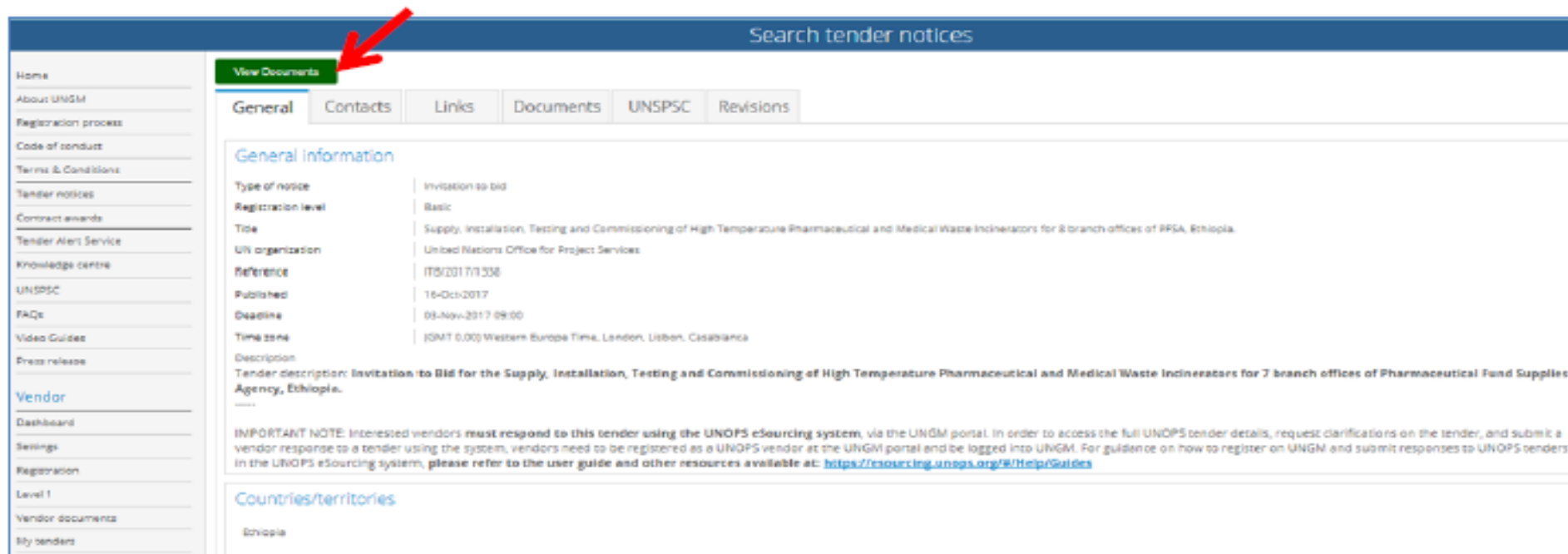
Type of notice	Request for quotation
Registration level	Basic
Title	Hotel Accommodation and Catering Service for UNOPS ETOH Staff Annual Retreat Program
UN organization	United Nations Office for Project Services
Reference	RFQ/2018/3468
Published	02-Mar-2018
Deadline	15-Mar-2018 12:00
Time zone	(GMT 0.00) Western Europe Time, London, Lisbon, Casablanca

# Tender eSubmssion . . .

- Click on **GREEN** View Documents

## 3.3 View full tender details by logging into the UNOPS eSourcing system

Once you've clicked on **Express interest**, the button will now say **View documents**. Click on the green **View Documents** button for the tender. This will automatically transfer you from the UNGM portal to the UNOPS eSourcing system.



The screenshot displays the UNOPS eSourcing system interface. At the top, there is a search bar labeled "Search tender notices". Below this, a navigation menu on the left lists various links such as Home, About UNGM, Registration process, Code of conduct, Terms & Conditions, Tender notices, Contract awards, Tender Alert Service, Knowledge centre, UNSPSC, FAQs, Video Guides, Press release, Vendor, Dashboard, Settings, Registration, Level 1, Vendor documents, and My tenders. The main content area features a "View Documents" button, which is highlighted with a red arrow. Below this button, there are tabs for General, Contacts, Links, Documents, UNSPSC, and Revisions. The "General" tab is selected, showing "General information" for a specific tender. The information includes: Type of notice (Invitation to bid), Registration level (Basic), Title (Supply, installation, Testing and Commissioning of High Temperature Pharmaceutical and Medical Waste Incinerators for 8 branch offices of PRSA, Ethiopia), UN organization (United Nations Office for Project Services), Reference (ITS/2017/1538), Published (16-Oct-2017), Deadline (09-Nov-2017 09:00), Time zone (GMT 0:00 Western Europe Time, London, Lisbon, Casablanca), and Description (Tender description: Invitation to Bid for the Supply, Installation, Testing and Commissioning of High Temperature Pharmaceutical and Medical Waste Incinerators for 7 branch offices of Pharmaceutical Fund Supplies Agency, Ethiopia). An important note states that interested vendors must respond to this tender using the UNOPS eSourcing system, via the UNGM portal, and provides a link to the user guide. The "Countries/territories" section lists Ethiopia.

# Tender eSubmssion . . .

- Then insert your UNGM email and **Password**

The following UNOPS eSourcing screen will appear. If this screen does not appear, please contact UNOPS Helpdesk at [esourcing@unops.org](mailto:esourcing@unops.org)

**UNOPS | eSOURCING**

UNITED NATIONS  
GLOBAL MARKETPLACE

2017-12-08 10:16 UTC

## WELCOME

to the UNOPS eSourcing platform.

Please note that you must have created a UNGM account before accessing UNOPS eSourcing.

Login with your UNGM account

Email

Password

Login

[Need a UNGM account?](#)

**IMPORTANT NOTICE**  
The United Nations Office for Project Services (UNOPS) is aware that fraudulent procurement related documents, such as solicitation documents or purchase orders, are being distributed purporting to be from UNOPS. These documents contain representations of the UNOPS emblem, logo, initials and/or signatures from UNOPS officials. We are currently conducting investigations into these events.  
All authorised contact details in genuine UNOPS procurement documents will use an email address ending in @unops.org. At no stage will we charge a fee for tenders.  
In the event that you have any reason to suspect any activity purporting to be made on behalf UNOPS is not genuine, please contact [fraudhotline@unops.org](mailto:fraudhotline@unops.org).

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# Tender eSubmssion . . .

- Then click on tender information

## 3.4 Navigate the UNOPS eSourcing system

Once you have logged in, you will have access to the tender on the UNOPS eSourcing system. You will see a screen with the below information. Please see below a description of the key areas which you'll see in the screen.

Order eSourcing tender guide

The screenshot displays the UNOPS eSourcing system interface. At the top left is the UNOPS eSOURCING logo. At the top right is the UNITED NATIONS GLOBAL MARKETPLACE logo. Below the logo is a navigation bar with icons for Home, Messages, Help, and Language (EN). A user profile section shows the email address esourcingunops+1@gmail.com and the login time 2017-10-24 09:07 UTC. The main content area shows the tender title 'Your submission for UNOPS Tender RFP/2017/17875' and the description 'Provision of Explosive Threat Mitigation Training and Mentoring Services in support of UNMAS Mali'. A status bar indicates the submission is in 'Draft' status. A countdown timer shows 37 days, 01 hours, 52 minutes, and 47 seconds remaining. At the bottom is a navigation menu with four items: TENDER INFORMATION, VENDOR CONFIRMATION, VENDOR SUBMISSION, and EVALUATION CLARIFICATIONS.

1 2 3 4

5 esourcingunops+1@gmail.com 2017-10-24 09:07 UTC 6

7 Your submission for UNOPS Tender **RFP/2017/17875**

8 37 days 01 hours 52 minutes 47 seconds

9 Provision of Explosive Threat Mitigation Training and Mentoring Services in support of UNMAS Mali

10 Draft  
Your submission is still in Draft status and you may continue to add or edit information. You can only submit a vendor submission if before the deadline.

11 TENDER INFORMATION 12 VENDOR CONFIRMATION 13 VENDOR SUBMISSION 14 EVALUATION CLARIFICATIONS



# Tender eSubmission . . .

- When you click on **tender information** you will find the following particulars

Procurement Event #5777 | Construction of Emergency Shelter for Victims of Trafficking and Vulnerable Smuggled Migrants in Lac Assal, Djibouti - RE-BID -

Construction of Emergency Shelter for Victims of Trafficking and Vulnerable Smuggled Migrants in ... ITB/2019/9109 **Posted**

UNITED NATIONS GLOBAL PROCUREMENT

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Biruk Tesfaye HAILEMARIAM 2019-03-27 85318 - AFR, ETOH, Djibouti Djibouti 15 days 06:20:58

General > Regulations > **Particulars** > Criteria > Questionnaires > Documents > Checklist > Financials > Competition > Workflow

Revisions EOI's 13 Bid opening Evaluation team Evaluation

Scope of bid	This ITB refers to the Construction of Emergency Shelter for Victims of Trafficking and Vulnerable Smuggled Migrants in Lac Assal, Djibouti as further described in the document titled Section III: UNOPS Short Form Construction Contract, included in the Documents Section.
Interpretation of the ITB	This ITB is conducted in accordance with the applicable provisions of UNOPS Procurement Manual (latest version of which can be accessed at: <a href="https://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx">https://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx</a> ) and other relevant Organisational Directives and Administrative Instructions that are referred to in the Procurement Manual. In case of contradictions between this ITB and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.
Bidder eligibility	No nationalities are excluded from submitting a bid.
Clarifications or pre-bid meeting	Applicable
Clarifications/pre-bid meeting date	2019-04-02 06:00 UTC
Clarifications/pre-bid meeting details	<p>Pre-bid Meeting will take place as per the following Schedule:</p> <p>Date: Tuesday April 2, 2019</p> <p>Time: 9:00 AM Djibouti Time</p> <p>Venue: Chambre de Commerce de Djibouti; Place la Garde, Djibouti</p> <p>Interested Bidders and/or Contractors hereby advised to send an Email to confirm their participation and shall also provide details of Bidder representatives who will attend the Pre-bid Meeting: <a href="mailto:etoh.procurement@unops.org">etoh.procurement@unops.org</a></p> <p>The email subject line shall indicate: ITB/2019/9109 - Construction of Emergency Shelter - Request to attend Pre-bid Meeting</p> <p>Please Note that the Clarification/Pre-bid meeting attendance IS NOT MANDATORY for this ITB Tender</p>
Site visit/inspection	Not applicable
Bid validity period in days	90
Partial bids	Partial bids shall not be allowed. Bidders must quote prices for the total goods, services or works for the total requirement. Evaluation will be done for the total requirement.
Alternative offer	Not accepted
Bid currency(ies)	• USD (United States Dollars)
Duties and taxes	All bids shall be submitted NET OF ANY DIRECT TAXES (i.e., CUSTOMS DUTIES AND INDIRECT TAXES, SUCH AS SALES TAXES, VAT, TAXES ON COMMODITIES SUCH AS FUEL).

# Tender eSubmssion . . .

- When you click on **DOCUMENT TAB** you will find the following particulars

Procurement Event #5777 | Construction of Emergency Shelter for Victims of Trafficking and Vulnerable Smuggled Migrants in Lac Assal, Djibouti - RE-BID -

Construction of Emergency Shelter for Victims of Trafficking and Vulnerable Smuggled Migrants in ... ITB/2019/9109 **Posted**

UNITED NATIONS GLOBAL MARKETPLACE [Export as PDF](#)

Biruk Tesfaye HAILEMARIAM 2019-03-27 B5318 - AFR, ETOH, Djibouti Djibouti 15 days 06:20:07

General > Requisitions > Particulars > Criteria > Questionnaires > **Documents** > Checklist > Financials > Competition Workflow

Revisions EOs 14 Bid opening Evaluation team ⚠ Evaluation

File name	Category	Date uploaded	Visible to vendors
<a href="#">19-03-28 - 1 - ITB_Short_Form_Construction_Contract_Section_I_InstructionsToBidders.pdf</a>	N/A	2019-03-29 08:35 UTC	yes <input type="checkbox"/>
<a href="#">19-03-28 - 2 - ITB_Short_Form_Construction_Contract_Section_II_ReturnableBidSchedules.docx</a>	N/A	2019-03-29 08:35 UTC	yes <input type="checkbox"/>
<a href="#">19-03-28 - 3 - ITB_Short_Form_Construction_Contract_Section_III_UNOPS SFCC - DRAFT.pdf</a>	N/A	2019-03-29 08:36 UTC	yes <input type="checkbox"/>
<a href="#">19-03-28 - 4a - ITB Scope of Works and Returnable Schedules Submission Instruction.pdf</a>	N/A	2019-03-29 08:36 UTC	yes <input type="checkbox"/>
<a href="#">19-03-28 - 4b - Technical Specifications.zip</a>	N/A	2019-03-29 08:36 UTC	yes <input type="checkbox"/>
<a href="#">19-03-28 - 5 - BoQ Returnable Price Schedule 4 - Shelter and Health Center in Lac Assal, Djibouti.xlsx</a>	N/A	2019-03-29 08:37 UTC	yes <input type="checkbox"/>
<a href="#">19-03-28 - ANNEX 1 - UNODC Compelte Set of Drawings.pdf</a>	N/A	2019-03-29 08:38 UTC	yes <input type="checkbox"/>
<a href="#">19-03-28 - ANNEX 2 - Geo-technical Reports.zip</a>	N/A	2019-03-29 08:40 UTC	yes <input type="checkbox"/>

[Download all files](#)

## UNOPS Eligibility, Formal and Qualification Requirements

- ☐ Bidder is eligible as defined in the document Section I: Instructions to Bidders, Article 4
  - ☐ 1.1 A Bidder **shall not have conflicts 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)
- ☐ **Returnable Bid Schedule 1 - Form of Bid:** The bidder's form of bid is correctly filled out and dully signed.
- ☐ **Returnable Bid Schedule 3 - Bidder Details:** The bidder's details are correctly filled out, signed and stamped
- ☐ Bidder has submitted ITB tender **written in English**
- ☐ Bidder has Renewed Business Registration of its Country supported by other legal documents from appropriate Government Authority
- ☐ **Submission of Bid Security is not required**
- ☐ Bidder Confirmed the Quotation is Valid for the period of **90 days** from the date fixed for the submission deadline
- ☐ Bidder accepts **UNOPS General Conditions of Contract** as specified in Section

## Returnable Bid Schedules

- Prospect Bidders/Contractors shall return the following stamped and duly signed **RETURNABLE BID SCHEDULES**:
  - **Returnable Bid Schedule 5 - Preliminary Programme**: Preliminary Programme: The bidder's preliminary program demonstrates the bidder's capacity to plan and programme the works within timelines that are consistent with industry practice and the project's specific requirements. The successful bidder will be expected to complete the Works within **six (6) months from the date of commencement**.
  - It is advised it shall be prepared in **MS Excel or MS Project** which demonstrates the Bidder's capacity to identify the core or sensitive tasks/components of the works
  - The **Outline Statement of Proposed methods must clearly demonstrates** the Bidder's capacity to identify the core or sensitive components required to complete the works within the required quality expectations and indicated the approach that the Bidder intends to use in order to execute those component

# Returnable Bid Schedules . . .

- ☐ **Returnable Bid Schedule 6 – Project Team and Organizational Structure:** The minimum requirement of the key personnel and **CV's shall be attached to verify the experience of the bidder's personnel**
  - ☐ 6.1 Project Manager – one
  - ☐ 6.2 Site Engineer – one
  - ☐ 6.3 Electrical Engineer – one
  - ☐ 6.4 Licensed Surveyor – one
  - ☐ 6.5 Lead General Forman – one
- ☐ **Returnable Bid Schedule 7 – Insurances:** The bidder provides confirmation that it will put in place the required insurance policies indicated in the contract details of insurance policies required under **Schedule 7**
- ☐ **Returnable Bid Schedule 8 – Capacity, Experience, Work in Hand and Completed**
  - ☐ 8.1 Similar Projects – A minimum of four years, at least two projects completed and at least two letters of reference from its clients
  - ☐ 8.2 All current projects underway/ committed to start
  - ☐ 8.3 Confirmation for mobilization within **21 calendar days**
  - ☐ 8.4 Minimum Current Ratio of **equal or greater than 1.00**



## Returnable Bid Schedules . . .

- ☐ **8.5 Sales Turnover:** Bidders should have average annual sales turnover of minimum **US\$ 250,000.00** the last two (2) years
- ☐ **8.6 Essential Equipment /Assets:** bidders must demonstrate adequate ownership of the minimum required Assets and/or Machineries listed in the SoWs
- ☐ **Returnable Bid Schedule 9 – Works Management System:** The bidder's management system proposal demonstrates the bidder's capacity to carry out the works properly
- ☐ **Returnable Bid Schedule 10 – Proposed Subcontractors and Suppliers:** The bidder's proposed subcontractors and suppliers are of an appropriate quantity and quality and their location is appropriate
- ☐ **Returnable Bid Schedule 11 – Proposed Sources of Naturally Occurring Material and Outline Statement of Proposed Methods:** The bidder's proposed naturally occurring materials are from a responsible and appropriate location and the material comply with required standard under the Contract
- ☐ **Returnable Bid Schedule 12 – Declaration:** The bidder's declaration is correctly filled out
- ☐ **Returnable Bid Schedule 13 – Conflict of Interest:** The bidder's filled out this schedule

## Returnable Bid Schedules . . .

- ☐ **Returnable Bid Schedule 14 – Dispute Details:** The bidder's should fill out if it had such a case or confirm there was/were no such case(s)
- ☐ **Returnable Bid Schedule 15 – Declaration on Gender Parity:** The bidder's declaration is correctly filled out, signed and stamped
- ☐ **Returnable Bid Schedule 16 – Addenda to ITB (if shared by UNOPS) after the tender is posted:** The bidder's filled out this schedule otherwise indicate N/a and sign and stamp

## Construction Milestones and Timeframe

- The Construction in whole shall take **six months (180 calendar days)**. There are, however, compulsory sub-milestones Bidder/Contractor **MUST** meet upon contract award

No.	Construction Milestones	Duration (approx.)
1	Mobilization	21 Calendar days
2	Substructure work of the Shelter, Clinic and Toilet. Earthwork, foundations, and ground floor slab	60 Calendar Days
3	Super-structure such as concrete work, Steel structure, Roofing work, block works, Finish works, Sanitary and Electrical Works	120 calendar Days
4	Commissioning for Handover: Testing, commissioning and site clearing works	
<b>Total Calendar Days</b>		<b>6 Months</b>

## Essential Equipment / Machineries Requirements

- Prospect Bidders shall a minimum mobilize the following construction equipment to respective sites


No.	Assets/Machineries	Minimum Number Required	Remarks (if any)
1	Graders	1	<i>Certificates of ownership or lease agreement need to be attached submitting</i>
2	Jack hammer for rock excavation	1	" " " "
3	Dump trucks – 14m <sup>3</sup> capacity	1	" " " "
4	5000 lts water tanker	1	" " " "
5	Concrete mixer (750 litre)	1	" " " "
6	4 WD Pickup	1	
7	Plate compactor	2	
8	Concrete vibrator	2	
9	Water pump	1	
10	Welding machine	1	
11	Survey Equipment (Total Station)	1	
12	Diesel generator	1	

## Suggested File Names for Returnable Bid Schedules
















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

- Bid Submission Form
- Other
- Price Schedule Financial Proposal

- Under “**Bid Submission Form**” Folder the pdf File Names shall have the following details:

 Returnable Bid Schedule 1 - Bid Submission Form.pdf


- Under “**Other**” Folder the pdf File Names shall have the following details:


Name	Size
 Returnable Bid Schedule 3 - Bidder Details.pdf	
 Returnable Bid Schedule 5 - Preliminary Programme.pdf	
 Returnable Bid Schedule 6a – Project Team and Org. Structure.pdf	
 Returnable Bid Schedule 6b – Proposed Key Personnel CVs.pdf	
 Returnable Bid Schedule 7 – Insurances.pdf	
 Returnable Bid Schedule 8 – Capacity, Experience, Work in Hand and Completed.pdf	
 Returnable Bid Schedule 9 – Works Management System.pdf	
 Returnable Bid Schedule 10 – Proposed Subcontractors and Suppliers.pdf	
 Returnable Bid Schedule 11 – Proposed Sources of Naturally Occurring Material.pdf	
 Returnable Bid Schedule 12 – Declaration.pdf	
 Returnable Bid Schedule 13 – Conflict of Interest.pdf	
 Returnable Bid Schedule 14 – Dispute Details.pdf	
 Returnable Bid Schedule 15 – Declaration on Gender Parity.pdf	
 Returnable Bid Schedule 16 – Addenda to ITB.pdf	
 Returnable Legal Documents, Financial Statements and Others.pdf	



## Suggested File Names for Returnable Bid Schedules

- Under **Returnable Legal and supporting Documents** pdf file shall have copies of Renewed Business Registration/License; Certificate of Incorporation; Certificate of Incorporation; VAT/Tax Certificate; Certificate of Competence (CoC) for BC Three (3) and above by Authorized Government Entity; Audited Financial Statements; duly signed Certificates of Satisfactory Completion from respective Clients, and any other Supporting Documents.
- Under “**Price Schedule Financial Proposal**” the pdf and Excel File Names shall have the following details:

 19-03-28 - 5 - BoQ Returnable Price Schedule 4 - Shelter and Health Center in Lac Assal, Djibouti.pdf

 19-03-28 - 5 - BoQ Returnable Price Schedule 4 - Shelter and Health Center in Lac Assal, Djibouti.xlsx

## Sample Bid – What do you feel about this submission if you were a Technical Panel?

Returnable Bid Schedule 3 - Bidder Details - Document is mandatory		
File name	Category	Date uploaded
<a href="#">01_002.jpg</a>	Other	2018-04-30 13:03 UTC
<a href="#">02_001.jpg</a>	Other	2018-04-30 13:04 UTC
<a href="#">03_001.jpg</a>	Other	2018-04-30 13:04 UTC
<a href="#">04_001.jpg</a>	Other	2018-04-30 13:05 UTC
<a href="#">05_001.jpg</a>	Other	2018-04-30 13:05 UTC
<a href="#">06_001.jpg</a>	Other	2018-04-30 13:06 UTC
<a href="#">7_001.jpg</a>	Other	2018-04-30 13:07 UTC
<a href="#">08_001.jpg</a>	Other	2018-04-30 13:07 UTC
<a href="#">09_001.jpg</a>	Other	2018-04-30 13:08 UTC
<a href="#">Bidders detail.docx</a>	Other	2018-05-02 13:32 UTC
<a href="#">167_001.jpg</a>	Other	2018-05-03 07:01 UTC
<a href="#">168_001.jpg</a>	Other	2018-05-03 07:01 UTC
<a href="#">169_001.jpg</a>	Other	2018-05-03 07:01 UTC
<a href="#">170_001.jpg</a>	Other	2018-05-03 07:01 UTC
<a href="#">171_001.jpg</a>	Other	2018-05-03 07:01 UTC
<a href="#">172_001.jpg</a>	Other	2018-05-03 07:02 UTC
<a href="#">173_001.jpg</a>	Other	2018-05-03 07:02 UTC
<a href="#">174_001.jpg</a>	Other	2018-05-03 07:02 UTC

## Precaution when Submitting Priced BoQ

- INSTRUCTION WHEN SUBMITTING PRICED BOQ
  - You are **not allow to change any work description** on this sheet
  - You are only required to fill in the cells **“Rate/Unit Price” in US\$**
  - 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 **BoQ sheet, you are require to fill & sign to authenticate**
  - Please note that this BoQ forms 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 Issue to be Focused: **Upon Contract Award**

- Prospect Bidders/Contractors shall bear in mind:
  - **Bid Validity should be 90 days**
  - Duration of the contract is **6 months**
  - **Bank Guarantee for Performance is 10%** of contractual value upon contract award
  - **Detail Work Plan shall be** prepared and forward for acceptance at the start of Works within **ten working days**
  - Delay Damages for failure to complete the Works within the Timeframe for Completion i.e., **Liquidated Damage (LD)**
    - **Whole of the Works: 0.1% per day** excluding the Substructure amounti up to 10% contract value

## Important Issue to be Focused: **Upon Contract Award**

- **Defect Notification Period (DNP) is 12 months** i.e., 365 calendar days
- Once the equipment brought to a site, it **shall not be removed without** the Project Engineer's consent
- All construction equipment and/or machineries **MUST** be available at the Project Site
- **Signed Priced BOQs and their respective Excel Sheet** shall be submitted along with returned bid document
- Construction progress will be closely monitored and the contract will be terminated of the acceptable progress against the plan is not made
- Payment will be made as per the Short Form Contract Agreement

# Important Lessons from Previous Tenders

## □ Issues:

- Prospect Bidders/Contractors **FAIL** to compile all compulsory documents required in the respective ITB such as **Legal Documents and BC Certificate of Competence**
- “Returnable Bid Schedules” either **not signed or stamped** by bidder’s corporate seal
- **FAIL** to provide detail Work Programme supported by **MS Project**; and Outline Statement of Proposed methods
- **FAIL** to attach bidder’s **Health and Safety as well as Environmental** policy documents
- **FAIL TO PROPERLY NAME THE FILES** of “Returnable Bid Schedules” resulted delay in technical evaluation
- Prospect Bidders/Contractors 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 local construction materials and labor market prices** hence **end up EXAGGERATED UNIT RATE** against prevailing market price and UNOPS Engineer Estimate (EE). This subject the Tender to Cancellation.
- **FAIL to submit Key Personnel CVs** which meet minimum UNOPS qualifications
- **Fail to use CORPORATE EMAIL ACCOUNT in their UNGM Profile** instead tend to use commercial account such as [@gmail.com](#); [@yahoo.com](#); [@Hotmail.com](#); . . .

## Important Lessons . . .

### □ Precautions:

- Pre-plan to **compile all the compulsory records** such as business license, audited statements, CVs of Key personnel to each site, Certificate of Ownership, . . .
- 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 to submit a competitive and winning bid
- Ensure **ZIP/winrar/pdf files** can be opened before uploading
- Ensure Renewed Legal documents and **ALL RETURNABLE SCHEDULES** are uploaded
- Ensure authenticated Memorandum and Article of Associations are uploaded
- Start to upload these documents ahead as the **internet facilities is utterly not dependable**
- **By any means avoid to submit at the eleventh hour, PUT your confidence on our eSourcing ERP system which assure 100% transparent and CONFIDENTIAL UP UNTIL**



## Rationale for Putting Confidence on UNOPS eSourcing

- Selective access to information based on User Roles: Procurement Official, Bid Opening Panel, Technical Evaluation Panel, Procurement Reviewer; and Procurement Authority (PA)
- **NOT POSSIBLE** for vendors to submit bids after the deadline
- **NOT POSSIBLE** for UNOPS personnel to access bids prior to bid opening, and also **NOT POSSIBLE** for any UNOPS personnel to modify a bid submitted by bidders
- Clarifications and/or amendments are shared to all bidders at a time which assure equitable vendors treatment
- Automatic posting of Contract Awards on UNGM portal and send automatic regret emails to non-awarded bidders which submitted bids

## Causes for Vendor Sanctions

- Vendors unethical practices result up to five (5) years debarment to operate **WITH UNOPS AND ALL OTHER UN AGENCIES WORLDWIDE**. Such **UNETHICAL PRACTICES** could include but not limited to:
  - Fraud and unethical practice for attempting to **Bribe UNOPS Staff**
  - Submitting **Forgery Legal Documents** such as Certificate of Incorporation, Business License/Registration; Tax Certificate, GC/BC Certificate, Certificates for Successful Completion from clients, . . .
  - **Collusion and Fraud** due to misrepresenting as separate legal entities whereas working as one company and/or in team
  - Fraud of submitting **Forged Bank Guarantee (BG)** to obtain an Advance Payment and/or Performance bond
  - Submitting **Fictitious Client Reference** emails and/or contact addresses for subsequent background checks

# Thank You

## Question and Clarification Session



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