

Minutes of Pre-Bid meeting

RFQ Reference: CO/BD10-RMU/UNCP/2024/008

“UN Common Premises in Dhaka, renovation works on the Ground and 1st floor (for IOM)”

Venue: In person, on-site at address: house no. 01, Road # 86/88, Gulshan – 02, Dhaka – 1212

Date: Sunday, 17 March 2024

Time: 10:30am to 12:00pm

The Pre-Bid Meeting on the Bidding document titled “UN Common Premises in Dhaka, renovation works on the Ground and 1st floor (for IOM)” Ref. CO/BD10-RMU/UNCP/2024/008 was held on 17 March 2024 with the participation of construction companies together with IOM (BAC members, procurement and infrastructure team) and the landlord's engineering representative. The meeting was organized to provide a clear understanding on bidding documents and provide response/clarifications to the queries of prospective Bidders on RfQ schedule of requirements, Technical Specifications, contract and sample forms.

IOM technical experts provided a brief overview of the RfQ schedule of requirements and forms, including the proposed solution and its objectives, architecture, functional scope in accordance with the technical specifications. Prospective bidders raised questions and requested clarifications on various points. The discussion topic, questions raised by bidders and clarifications provided by IOM technical team are attached below.

Queries received from bidders during the meeting as stated below followed by answers.

1. Question: *Could you please clarify progressive payment in three installments.*

Answer: The total contract amount (100%) will be paid to the contractor in 3 instalments, no advance money is considered. After you complete 30% of the work, you can submit an invoice along with supporting documents for that 30%. Our engineers on site will determine the work progress rate. The 10% of the total contract amount will be kept/deducted from the last installment for indicated retention period in the contract.

2. Question: *What document companies should provide to prove required financial capacity. Will you accept audit report?*

Answer: Companies are requested to provide latest auditing report showing the financial capacity as required in the RfQ document.

3. Question: *Will IOM consider the materials on site for payment, taking into account the time lead for this project is short, only 45 days?*

Answer: No, as per tender requirements IOM will only consider for payment the “work in progress” i.e. completed of the work. The delivered materials will not be counted as finished work.

- 4. Question:** *What will be the minimum processing time for approved payment documents after submission?*

Answer: In practice this period is 7 working days, however it should be noted that this only applies to a package approved by the IOM engineering team.

- 5. Question:** *Since it is a modification works “completed building” companies expect that materials (light, doors, tiles, glass partitions) should be same (similar) as on site? In this regard, will IOM provide a technical specification, it will be helpful.*

Answer: Please refer to the attached BoQ most of the material specifications have already been provided. All companies are also advised to pay attention to and take pictures of the materials used, during the project site visit.

- 6. Question:** *In case companies cannot find the required materials in the local market, what is the acceptable alternatives/suggestions are there?*

Answer: Please consider/find the nearest equivalent (similar) product in the local market. On a case-basis if any occur, samples will be discussed and agreed upon for use.

- 7. Question:** *Since most of the materials used in the building are imported. To maintain the similar aesthetic may affect the delivery and completion time.*

Answer: As per the RFQ, work should be completed within 45 days. You can deploy more workers (better plan) for finishing the work within time. If there are some inevitable issues or solid reasons for delaying the work, that can be discussed for consideration. Otherwise, there will be a penalty for delay according to the penalty clause.

- 8. Question:** *As per local regulations in Gulshan area, working after 10 PM is not allowed (due to noise). What will be the solution to this.*

Answer: During the implementation of the work the company should follow the local regulations, however it possible that less noisy works are planned and can be implemented after 10 PM. Noting that building has noise protecting windows.

- 9. Question:** *The time required for mobilization of material is included in the 45 days?*

Answer: Yes, it is considered and included.

- 10. Question:** *The detailed A/C duct drawing needs to be provided, notably on the mentioned outdoor unit's position?*

Answer: The BoQ includes specifications and tentative quantity in their respective applicable units. Detail drawings will be provided to the awarded vendor in the beginning of the construction. We are aware that some decisions must be finalized at site depending on the existing installations, for instance, duct size and length, piping routes and size etc. (and will be treated as variations).

- 11. Question** *What will be the outlook of the false ceiling in the swimming pool area after installing A/C? will it be the same as the present brown louvred ceiling?*

Answer: White color 12mm thickness gypsum board.

12. Question *Companies require a detailed drawing set, encompassing existing drawings, demolition plans, and final construction drawings for all interior elements, including finish material delineation.*

Answer: All the necessary drawings for quotation purposes were delivered in the process. The infrastructure team is working on construction details, electric and mechanical plans to be delivered at the beginning of the construction. The BoQ provided should prevail in the bidding process, and any future variation will be treated as such.

13. Question *The existing south gate opens inside, which doesn't match with the drawing. This omission needs to be checked and clarified in the BoQ?*

Answer: The refitting of the South gate is factored in the BoQ, considering the position of the ramp inside.

14. Question *1st floor, if the glass partition can be moved to adjust with the existing AC duct?*

Answer: Companies should quote as per drawings. Any changes can be checked during the construction phase, according to consultations with the units using the surface areas around the issue, and if the supervisor considers it pertinent, the issue will be treated as a minor variation.

15. Question *Companies needs clarification on the protocol for handling demolished objects post-demolition.*

Answer: The company needs to follow the local regulation for solid waste management and consider it in their indirect costs.

16. Question *What material to be used in Ground floor common space, Gypsum board or melamine board.*

Answer: The melamine board ceiling is used only inside the cafeteria zone in the Ground Floor. For rest of the common spaces on the ground floor, Gypsum board is suggested as per the BoQ.

17. Question *Is there any scope for submitting a bid by forming a Joint Venture with another company?*

Answer: Yes, it is Possible, but following documents needs to be submitted:

Establishing a joint venture (JV) in Bangladesh involves complying with legal and regulatory requirements. Here are the key steps and requirements for forming a joint venture in Bangladesh:

- a) Memorandum of Understanding (MoU):
- b) Incorporation of the Joint Venture Company: Register the joint venture as a separate legal entity in Bangladesh. This involves selecting a unique name for the company, preparing the necessary incorporation documents, and submitting them to the Registrar of Joint Stock Companies and Firms (RJSC) under the Ministry of Commerce. The documents typically include:

- Memorandum and Articles of Association (MA&A)
 - Form IX (Declaration of Compliance)
 - Form VI (Notice of Situation of Registered Office)
 - Form I (Declaration on Establishment of the Company)
- c) Tax Registration
- d) Business Licenses and Permits

Additional instruction for Joint Venture

If the bidder is or represents a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the offer, the legal entities shall confirm in their offer that:

- (a) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be evidenced by a duly notarized joint venture agreement among the legal entities, which shall be submitted along with the offer.
- (b) If they are awarded the contract, the contract shall be entered into by and between IOM and the designated lead entity, which shall be acting for and on behalf of all entities that comprise the joint venture.

After the offer has been submitted to IOM, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of IOM. Furthermore, neither the lead entity nor any member entity of the joint venture can submit another offer, either in its own capacity or as a lead entity or a member entity of another joint venture.

The description of the organization of the joint venture must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the RFQ. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by IOM.

18. Question *According to page 7 of your invitation (Annex-1: Schedule of requirements), we are unsure about what needs to be provided as there are no specific instructions provided.*

Answer: For page 7: Annex-1 Schedule of Requirement: Bidders do not need to submit anything, this is just description of the project work of IOM requirement

Note: The BoQ includes specifications and tentative quantity in their respective applicable units. Detail drawings will be provided to the awarded vendor in the beginning of the construction.

The Pre-Bid meeting ended with clear briefing and response to the Bidders' queries with recommendations. IOM thanked the prospective Bidders for joining the Pre-Bid meeting, their constructive queries and discussion. IOM will share the minutes of the Pre-Bid meeting in IOM website.