

Minutes of Pre-Bid Conference**Tender Reference No: ITB-MZ20-2024-001****Recurring Supply and Delivery of Construction Materials**

Date and Time:	15th of January 2024 (14:00 to 15:30 hours)
Location:	IOM Beira Sub Office Meeting Room & Microsoft Teams for online participants
Objectives:	To provide detailed overview on the content of the tender documentations (procurement process and technical content), clarify the bid requirements to the prospective bidders and answer the bidders' questions.
Attendees:	-IOM Supply Chain Unit Members -IOM Project Management Team -Representatives of 8 interested bidders physically present & 6 interested bidders were present through online.

Introduction:

IOM held a pre-bidding meeting for the vendors interested in submitting the bids against the ITB published on 10th January 2024 for the Recurring Supply and Delivery of Construction Materials.

The meeting was arranged taking into consideration the complex nature of the requirements. It had an aim to ensure that the bidders receive sufficient information for producing quality offers, creating favorable conditions for greater competition.

Project Objectives and Technical Specifications:

The conference commenced with a welcome address from the Supply Chain Team Lead, who introduced the purpose of the meeting. The floor was then handed over to the Project Officer, who outlined the project objectives and provided detailed technical specifications for the required construction materials. Key points included:

- the Project is funded by the Government of Mozambique by and through its post-cyclone Idai Reconstruction Office (GREPOC). The objective is to deliver durable solutions to communities in Beira city who were affected by the Cyclone Idai in 2019.
- the implementation period is until August 2024, which will require all deliveries to be completed by the end of June 2024.

Bid Submission Requirements:

Following the project presentation, the Supply Chain Officer, took the floor to guide the attendees through the bid submission requirements outlined in the bidding document. The requirements covered aspects such as the deadline for submission, mandatory documents, and the format for proposals. Supply Chain Unit repeatedly emphasized the importance of compliance with these requirements to ensure a fair evaluation process.

- The clear instructions for bid submission were outlined in the Section 3: Data Sheet in the

pages between 13 and 16. Special emphasis is given for the communication with IOM concerning this ITB. All communications should be done via email and IOM will not answer questions on phone calls and/or in person meetings. The bids should be submitted to RFPMOZ@iom.int email address only. **Sending the bid to any other email address will result in immediate disqualification.**

- It was also highlighted that the estimated volume and quantities of purchase materials were to be noted ONLY for forecasting and IOM is not obliged to order in full quantities listed in the bidding document.
- It was clearly explained that upon signing the LTA and issuing the Purchase Order (PO), the suppliers are expected to deliver the items within the delivery schedule defined in the PO. If the supplier is not performing their obligation to deliver, IOM will impose penalties as following: 2% of the contract value per week of delay and it can be accumulated up to 10% of the contract value after which IOM may terminate the contract.
- It was also highlighted that IOM will have an in-depth analysis of bidders' eligibility and qualification to sign the contract(s). It was pointed that the evaluation will consist of 4 stages as outlined in the section 4 of bidding documents. Evaluation will consist of the following:
 - 1) preliminary examination of the bids (document review, pass/fail criteria),
 - 2) eligibility and qualification of the bidders (analysis of relevant experience, financial capacity of bidder)
 - 3) technical evaluation which is comprised of sample evaluation and delivery schedule.
 - 4) price comparison of only the bidders which are evaluated technically compliant. For the bidders who failed to pass the technical evaluation stage, their prices will not be considered for award.

Q&A Session:

A dedicated question and answer session followed, where interested bidders had the opportunity to seek clarification on any aspects of the project or bid submission process. Questions were directed to both the Supply Chain and Project Teams, and responses were provided in a transparent manner to all attendees.

Question 1: For wooden timber, which type of wood is accepted?

Answer: As per the catalog.

Question 2: Given that IOM has specified the terms for penalties for late deliveries, is there a possibility of receiving a bonus for timely delivery?

Answer: Timely deliveries of materials as well as respective invoices will help suppliers get their payments within 15 to 30 days as per the PO terms and conditions. Also, if there are other suppliers which are not performing well, the performing suppliers may have the opportunity to receive more orders from IOM.

Question 3: Do you need samples for all listed items? (doors, windows etc.)



Answer: Yes, it is mandatory to submit samples in line with items you quoted for. The deadline for sample submission is 17:00 hours, 31st January 2024. All samples should be delivered to IOM warehouse as outlined in the bidding documents.

Question 4: If I understood correctly, we could supply our proposal for only a few items, correct? Or all the items on the list? Thanks

Answer: Yes, partial bidding is allowed. You may submit your bid for one item only, or all items.

Question 5: Is IOM employing builders for the construction of these houses?

Answer: The construction will be done by the Artisans that IOM is selecting from the community members.

Question 6: If a company specializes in certain materials but not all, can they still apply partially?

Answer: Yes, they can as indicate in their bid submission.

Question 7: Can you provide examples of the needed quality certification?

Answer: The item level quality certification is listed in the catalog.

Question 8: Why is IOM asking about the financial statement as part of eligibility and qualification?

Answer: This is needed to analyze the financial soundness of the company. If financial statements are not available, the bidder needs to submit bank statements for the last 6 months.

Question 9: What does it mean to have prior experience, aside from what IOM requires?

Answer: If the service provider has worked on a similar project before, they are requested to share the agreement or contract.

Question 10: What kind of houses does IOM plan to construct?

Answer: It's a small house with one room, around 12 square meters in size, and has one door and one window.

Question 11: If three or four companies are qualified in the same material, how will IOM make the selection?

Answer: There are many evaluation criteria are considered in the evaluation process, the technical side quality of materials, pricing, delivery time, vendor eligibility, and more.

Question 12: Should we use the door design exactly as it appears in the catalog?



Answer: Yes, adhering to the catalog design is preferred, with the utmost importance placed on technical aspects such as the type and thickness of the wood.

Closing Remarks:

The Supply Chain Team Lead expressed gratitude to all attendees, both physically present and online, for their participation. She reiterated the importance of a thorough understanding of the bidding process and encouraged bidders to submit any additional questions in writing before the deadline.

Next Steps:

Bidders were reminded of the deadline for submitting written questions and proposals.

Contact details for further inquiries were provided.

Adjournment:

The meeting was adjourned at 15:30.

These minutes serve as an accurate record of the discussions and proceedings during the pre-bidding conference.

Minutes Prepared by:

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