



Pre-Bid Meeting

19 November 2013, Gaborone

SUPPLY & INSTALLATION OF GIS SOFTWARE & GPS DEVICES FOR SADC MEMBER STATES

ICB No: SADC-SHD&SP/ICB-3-CD/2013

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Objectives

- ▶ The purpose of the meeting is to allow potential bidders to ask questions and request clarifications.
- ▶ Explain ADB procurement Procedures.
- ▶ Clarify tender requirements including forms that have to be completed.

International Competitive Bidding

- ▶ Procurement follows ADB procurement procedures
- ▶ Attracts both national & international bidders

Advertised 5th November 2013

- SADC Website
- ADB Website
- Local newspaper

Structure of the Bidding Document

PART 1 Bidding Procedures

▶ Section I. Instructions to Bidders (ITB)

Standard terms of the tender (similar to all procurement of goods)

▶ Section II. Bidding Data Sheet (BDS)

Contains specific data for the goods to be procured – shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

▶ Section III. Evaluation and Qualification Criteria

- Evaluation Criteria & Methodology – FACTORS THAT WILL BE USED TO EVALUATE THE BIDS
- Multiple Contracts – *provision of award of multiple contracts per lot has been made*
- Qualification Criteria (*Eligibility, Historical Contract Non-Performance , Financial Situation , Experience*)

Quantifiable Nonmaterial Nonconformities

Deviation – Deviation in Delivery Schedule

- ▶ The Goods specified in the List of Goods are required to be delivered by the supplier within 8–12 weeks of signing of the contract as specified in Section VI, Delivery and Completion Schedule. No credit will be given to deliveries before the earliest delivery date and Bids offering delivery later than the latest delivery date shall be treated as non-responsive.
- ▶ Adjustment shall be as follows

Within this acceptable period, an adjustment of 0.5% of the bid price per week of delay shall be applied. This adjustment will only be added for evaluation purposes to the bid price of bids offering deliveries later than the “Earliest Delivery Date”.

Bidders shall furnish a bid security as follows per Lot

- ▶ Lot 1: USD 4,500
- ▶ Lot 2: USD 4,500
- ▶ Lot 3: USD 4,500
- ▶ In order qualify for one or more lots the bid security of the bidder must be at least the aggregate of required bid security for the lots. If bidding for all 3 lots bid security should be USD13,500
- ▶ The bid security must be in the format as specified in Section IV, deviation shall be treated as non-responsive

Section IV. Bidding Forms – Returnable

Note: All italicized text is for use in preparing this form and shall be deleted from the final product.

- ▶ Letter of Bid – bid price in words & figures, discounts, bid validity
- ▶ Price Schedule for Goods and Related Services – completed per LOT
- ▶ Bid Security (Bank Guarantee)
- ▶ Manufacturer's Authorization – *The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated*
- ▶ Bidder Information Sheet – Attached are copies of original documents of Articles of Incorporation or Registration of firm
- ▶ Partner to JVCA Information Sheet – if applicable
- ▶ Historical Contract Non-Performance
- ▶ Current Contract Commitments
- ▶ Financial Situation
- ▶ Average Annual Turnover
- ▶ Financial Resources
- ▶ Experience

PART 2 Supply Requirements

▶ Section VI. Schedule of Requirements

1. **List of Goods and Related Services** (installation, training etc)– classified into 3 lots & award will be per lot.
2. **Delivery and Completion Schedule** 8–12 weeks CIP insert – Bidder's offered Delivery date)
3. **Technical Specifications** – minimum specifications. you need to indicate if your offered specification and include brand and model numbers

PART 3 Contract

- ▶ **Section VII. General Conditions of Contract (GCC)** – standard for all goods contracts
- ▶ **Section VIII. Special Conditions of Contract (SCC)** – supplement and / or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC
- ▶ **Section IX. Contract Forms**
 - Letter of Acceptance
 - Contract Agreement
 - Performance Security
 - Advance Payment Security

Fraud and Corruption

- ▶ It is the Bank's policy to require that Borrowers (including beneficiaries of Bank loans), as well as bidders, suppliers, and contractors and their subcontractors under Bank-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts.
- ▶ ADB will sanction a firm or individual, including declaring ineligible, either indefinitely or for a stated period of time, to be awarded a Bank-financed contract if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for, or in executing, a Bank-financed contract

Tenders already submitted:

- ▶ Fresh tenders may be submitted by the bidders in the light of the pre bid meeting clarifications. The already submitted tender may be either withdrawn or a letter for cancellation of the earlier bid may be incorporated in the fresh bid.

DeadLine

- ▶ **Bid submission and opening date:**
17 December 2013 at 10.00 hrs (local Time)
and the opening will be on same day, at
10.15 a.m.
- ▶ **Submission Address:**
Communicable Diseases Project
SADC Secretariat,
Plot 116 floor office 125.
Gaborone International Finance Park,
Kgale, Gaborone, Botswana
NB: NOT SADC HEADQUARTERS

Clarifications

- ▶ Requests for clarifications should be received by the Purchaser no later than *14 days* prior to the deadline for submission of Bids.
- ▶ Response to clarifications & amendments shall be posted on the SADC website www.sadc.int as well as sent to all bidders that have purchased the bidding documents.

Clarifications Requested so far ...

- ▶ Question 1: are we to submit 3 different bids for each lot if we wish to bid for all 3 lots?
- ▶ Response: You can submit all lots in 1 bid – but the price schedule should be per LOT and clearly indicated
- ▶ Question 2: Could you clarify whether Zambia is the only country that requires a local agent? Are South African firms regarded as international firms to the SADC?
- ▶ Response: South African firms are allowed to bid. The last bullet in ITB 11.1 (j) should read " Evidence that bidder will be represented by an agent in any of the SADC countries if it is an international bidder"
- ▶ Question 3: Indicate the bid security of \$4500.00 per lot or the aggregate of all 3 lots. Does this imply a bid security of all 3 lots is \$4500.00?
- ▶ Response: \$4,500 is for 1 lot. If you bid for 3 lots the bid security should be \$13,500. if 2 lots it should be \$9,000

Examples of non-responsive Bids

- Bid security missing
- Original bid security not submitted (submitted a copy)
- Bid security wording not consistent with the prescribed format in the bidding documents.
- Submitting a Bank Draft instead of a Bank Guarantee
- Bid Security validity period not met (NB it should expire 28 days after the expiration of the bid)
- Bid Security not in the name of all the joint venture partners
- Several pages missing from the original (bidder information sheet, JVCA form, manufactures authorisation)

- Delivery period not specified
- Delivery period over 12weeks
 - ▶ Bid not perfect and very confusing as bidder inserted brochures of several models without specifying which of these had been quoted and not clear of what they are offering for all items
 - ▶ Letter of bid not complete and critical information missing e.g bid validity
 - ▶ Bid valid for less than 120 days

- ▶ Not technically responsive to all the items in the lot
- ▶ Bid incomplete – did not offer all items in the Lot

QUESTIONS?