

MINISTRY OF EDUCATION AND HUMAN RESOURCES

Notes of Pre-bid meeting in connection with the project 'Construction of Pre Primary School at Chamarel' held on Monday 06 February 2012 at 10 30 hrs in the Conference Room, 3rd Floor, Ministry of Education and Human Resources MITD House, Phoenix.

Were present:

Mr M. Varaden - Principal assistant Secretary, **Chairperson**
Mr B. Nugasur - Manager Procurement and Supply, Member
Mr Lam - Engineer/Senior Engineer, Member
Mrs S. Bhunjun - Assistant Secretary, Member
Mr V.A. Beemud - Technical Officer, Member
Mrs B. A. Hosenie - Higher Executive Officer, Secretary

Bidders:

Mr S. S. Rambaruth - S.S. Ramburuth Building and Civil Construction Co. Ltd
Mr R. Mohadeb - Hyper Builders Ltd

1. Purpose

1.1 The Chairperson welcomed all present and informed that the purpose of the Pre-bid Meeting was held to give clarifications on the Bidding Documents for the project "Construction of the Pre Primary School at Chamarel" for which the deadline for submission of bids would be 28 February 2012. The proceedings of the meeting would be posted on the website of the Ministry. The Chairperson stated that Mr Lam would present the technical aspect of the project and Mr Nugasur would explain the importance of correct filling of the Bid Submission Form (BSF).

1.2 Mr Lam gave a brief description of the Project which would consist of the following:-

- All works should be in reinforced concrete as per the specifications and contract drawings. Openings should be of aluminium type.
- Electrical and plumbing works as well as wastewater disposal system for the toilet facilities should be as per contract drawings and specifications. Solar water heater for the bathroom should be installed.
- All waterproofing works should be executed by one of the specialist contractors. All drawings are at annex of the Bidding Documents.

1.3 Mr Nugasur stated that the Bid Submission Form should be duly filled and signed by the bidders as it is mandatory for evaluation purposes. The price should be quoted at paragraph (c) and the discount offered should be inserted at paragraph (d) of the Bid Submission Form. The Activity Schedule should also be compulsorily filled in.

2. Submission of documents

2.1 After the explanations of Messrs Lam and Nugasur, the Chairperson stated that the non submission of the documents by the bidders within the prescribed period might lead to the rejection of their bids as was the case in the last exercise where bidders failed to submit one or other of the documents mentioned. He then gave examples of items of information as well as documents that have to be present in the Bid.

(a) copies of original documents defining the constitution or legal status, place of registration, and principal place of business of the Bidder	Bidders should submit copy of Memorandum of Association/ Certificate of Incorporation to indicate legal status. As regards place of registration or place of business, the Business Registration Card should be submitted with their bids.
(b) evidence of adequacy of authorization of the signatory of the Bid to commit the Bidder, where applicable	The written confirmation of authorization to sign on behalf of the Bidder shall consist of anyone of the following, as applicable:

	<p>Delegation of power by resolution of the Board of a company or from the CEO, himself holding power from the Board or from a Director being sole shareholder of the company or through a Power of Attorney. The documents should be recent ones, and if such is not the case, a paper from the Board should be included stating that the status is still as mentioned in the Bid document.</p>
<p>(c) total monetary value of construction works performed for each of the last five years</p>	<p>If the company did not exist in a particular year, then, for that year, the monetary value of construction works = 0.</p>
<p>(d) experience in works of a similar nature and size for each of the last five years or as otherwise stated in the Bidding Data Sheet (BDS); and clients who may be contacted for further information on those contracts</p>	<p>Contractors should have at least three years of experience for those works. The name of clients to be used for reference purposes should be submitted.</p>
<p>(e) major items of construction equipment proposed to carry out the Contract</p>	<p>As per Bidding Data Sheet at ITB 6.3(c).</p>
<p>(f) qualifications and experience of key site personnel and technical personnel proposed for the contract</p>	<p><i>As per Bidding Data Sheet at ITB 6.3(d).</i></p>
<p>(g) report on the financial standing of the Bidder for the last three years, such as Financial Statements certified by an Accountant or Audited Accounts, as applicable</p>	<p>There should be profit for at least 1 year over the last three years, as specified in the Bidding Data Sheet at ITB 6.2 (g).</p>
<p>(h) evidence of adequacy of working</p>	<p>This information is important. In the past</p>

capital for this Contract (access to line(s) of credit and availability of other financial resources	bids have been rejected on this count, especially where the <u>Specific Contract</u> was not mentioned.
(i) authority to seek references from the Bidder's bankers	Bidders should submit a letter authorizing the Ministry to seek references from the bidders' bankers.
(j) information regarding any litigation, current or during the last five years, in which the Bidder was/is involved, the parties concerned, the issues involved, the disputed amounts, and awards	Bidders should submit a letter accordingly.
(k) proposals for subcontracting components of the Works amounting to more than 10 percent of the Contract Price	The form 'Qualification Information' should be filled in by bidders at paragraph 1.6 with regard to this aspect of the contract. It is important to indicate the extent of work that is proposed to subcontracted.
(l) a minimum average annual financial amount of construction work over the period specified in the BDS.	Additional precision at ITB 6.3(a) of BDS

3. Clarifications sought by the bidders were as follows:

3.1	No of copies to be submitted	At para 21 of section I – in the Instructions to Bidders, it is stipulated that “The Bidder shall prepare one original of the documents comprising the bid as described in ITB 13.1 and clearly mark it “ORIGINAL”. In addition, the Bidder shall submit two copies of the bid and clearly mark each of them “COPY.” In the event of any discrepancy between the original and the copies, the original shall prevail.”
3.2	Is the information requested for at section 6.3(e) of ITB meant for the <u>specific project</u> only?	Yes. It is to be noted that information at 6.2(h) and at 6.3 (e) refer to the same matter.
3.3	In the case of a Director being sole shareholder, how would the case of authorization of signatory be dealt with?	In the case of a Director being sole shareholder, then this fact might be ascertained in the Memorandum of Association/Articles of Association.
3.4	There is no provision for discount in the Priced Activity Schedule. The final figure here will therefore not tally with the Bid Submission Form (BSF).	The Bidder may choose to write in his own handwriting, on the “Summary Priced Activity Schedule Form”, any discount he proposes to offer. In this way, the final figures on the “Summary of Priced Activity Schedule” and BSF will tally.

4. Meeting ended at 11 45 hrs with a note of thanks from the Chairperson.