

MINUTES OF THE NON- COMPULSORY INFORMATION MEETING

Contract title: framework contract for the development of master plans, detailed design, supervision of works and supplies for furniture and equipment for Education and Health institutions supported by Enabel in Uganda.

Reference: 2800UGA-10133

The non-compulsory information meeting was held on 30th October 2024 at 11:00 AM at Enabel office, Representation Lower Kololo terrace.

N°	Issue/question raised	Response
1.	Are the bidders supposed to submit their bids per project i.e. For some of the projects or for all projects	Projects are for showing coverage and therefore the bidders MUST bid as per the requirement in subsection 3.3 Items of the tender document “The framework agreement consists of the items detailed in the technical specification. These items are pooled and form one single procurement contract. It is not possible to tender for one or several items and the tenderer must submit price quotations for all items of the procurement contract”, page 49 of the tender document
2.	The tender document has no mention of drawings, are they available or the bidders should come up with them.	The existing buildings generally do not have As-built drawings and the consultant will need to develop them as part of the initial site assessment
3.	There is no mention of the budget in the tender document	Its stated on page 50 of the tender document that the maximum amount to be ordered under this framework agreement is 600,000 Euro. However, this is and indicative figure and the actual amount will depend on the actual orders placed under the framework contract. Its upon the tenderer to do their research and submit a competitive tender.
4.	Will the furniture works be designing or supplying?	The assignment is for design, supervision for works and supplies: The consultant will be expected to design the furniture and Equipment but not supply the furniture and Equipment
5.	The tender document mentions “Minimum of 2 assignments in health and education institutional facilities within the scope of the contract with a contract value of 100,000 EUR, which were totally	. Yes, the tenderer is expected to attach documentary evidence of similar design and supervision consultancies that were completed in the last 3 years and had a value of at least 100,000 Euro.

	and successfully completed in the last 3 years” does this mean we attach the contracts implemented up to that amount?	
6.	Provide clarification on how the Indicative quantity and rate are supposed to be filled in financial proposal template	Refer to remuneration break down table under financial proposal 6.3.3. Please provide unit cost per measure, i.e. cadastral and topographic surveys –to be paid per acre surveyed and indicative Qty- to assess if consultant has alternative way of assessing the same. 1 unit is taken as default indicative Qty and will be used at the time of financial evaluation.
7.	The tender document indicates that the Framework Contract is 4 years on page 58 and yet on page 33 the implementation schedule when summed up indicates 6 years, please clarify	The 4 years is a duration for the whole contract while the implementation schedule on page 33, item 1.1.1.14: “9 months for design phase, 12 months for works supervision and 12 months for defect liability period” applies to the orders that will be placed off the framework contract.
8.	Is the 600,000 Euro indicated on page 50 the maximum amount for the entire Framework Contract or it is per order that will be placed.	This is the maximum value that may be spent on the contract
9.	Are we envisioning overlapping the Framework Contract looking at the number of years indicated i.e. Phase 1 - 9 months and Phase 2 - 24 months including DLP which when summed up gives us 2.75 Years.	Yes, work orders may overlap, i.e. starting with the ranked bidder 1, then 2 and 3, and back to 1; the time in between the orders may be a couple of weeks or months, etc..
10.	Are the tenderers supposed to split the methodology per project i.e. Health or Education since they have different requirements, or they can submit a single methodology for both.	This is one contract and therefore one methodology shall suffice. It’s upon the tenderer to incorporate aspects that apply to both Health and Education in detail in order to be able to submit a technically competitive tender
11	How many copies of the bids are supposed to be submitted.	The bidders are to submit One copy of the hard copy bids and electronic copies shall be submitted in one or more PDF files on a USB stick. The USB stick shall be inserted into the envelope containing the hard copy tender. Kindly refer to the Section 5 subsection 5.4.2 – Submission of tenders on page 68.
12	Where is article 45 that is mentioned in the tender document, and is possible to get a copy of the	The brief summary of Art. 45 of the Royal decree on penalties for failure to perform are as below:

	<p>referenced articles in the tender document for further guidance?</p>	<p>1. Special Penalty: The contract may specify a special penalty for failure to perform.</p> <p>2. General Penalty: If no special penalty is specified, a general penalty applies:</p> <ul style="list-style-type: none"> - One-off penalty: 0.07% of the initial contract amount, with a minimum of €40 and a maximum of €400. - Daily penalty: 0.02% of the initial contract amount, with a minimum of €20 and a maximum of €200. This is applied if the failure to perform needs immediate correction. <p>The penalty starts on the third day after the failure is officially notified (via registered letter or equivalent), and continues until the failure is resolved or the contract is terminated due to the contractor's actions.</p> <p>3. Applicability: These penalties apply if no valid justification for the failure is provided within the required timeframe.</p> <p>The articles are in French and Dutch, as English is not a recognised official language in Belgium and therefore there is no official translation in English.</p> <p>The link to the articles and website where all the legal frameworks can be found are as below: 2016 06 17 loi secteurs classiques et speciaux v 2024.pdf and Règlementation BOSA respectively</p>
13	<p>During the today's online meeting it was mentioned that there will be 3 contractors for this framework.</p> <p>We would like you clarify whether the maximum amount to be ordered under this framework agreement 600,000 euro is separately for each 3 contractor or 600,000 euro will be distributed between the 3 contractors?</p>	<p>600,000 is the maximum value on the contract within which all the 3 selected contractors will work</p>
14	<p>During the today's online meeting it was mentioned that there will be hospitals even general hospitals and small schools.</p> <p>As per our understanding from the authorised personal from the</p>	<p>The consultant is expected to have experience in the health and or education sectors. Therefore, there is no need to have separate financial proposals for education and health</p> <p>Use tables under financial proposals item 6.3.3 and key experts 6.3.2</p>

	<p>ministries the health department expectations are much higher than the educational department expectations due to the difference in hygienic and technological requirements mostly. Therefore, we are proposing to separate the financial forms/tables for educational facilities and healthcare facilities with related experts accordingly.</p>	
16	<p>We have heard of projects making the program namely; WeLearn, We care, We teach. Where is wetrain4health and yet it is mentioned in the background information</p>	<p>All the projects including Nursing training (WeTrain4Health) belong to our pillar 2 program on social services but for this particular contract, wetrain4health is out of scope as it was tendered earlier separately due to the difference in requirements.</p>
17	<p>You indicate about joint ventures. What are the requirements</p>	<p>The contractor shall have to provide a letter of intent to joint venture, consent letter, and or Memorandum of Understanding/Joint Venture agreement between companies</p>
18.	<p>On page 14 and 15 of 94, the number of the existing public Vocational Institutes were mentioned as 7 but on table it is total 5. Which one is correct?</p>	<p>The total number of the VTIs is 4. The VTI–Kyegegwa district is no long in the scope</p>
19.	<p>On page 15 of 94 it is mentioned total 7 districts will be beneficiary but, on the table, it is a total of 5. Which one is correct?</p>	<p>The total number of districts are 4, i.e. Kampala, Mpigi, Wakiso, and Jinja</p>
20.	<p>On page 33 of 94 the estimated person-months were given as 30+50 for phases 1 and 2 consecutively. On the other hand, on page 41 of 94, when you sum the written total numbers as they were given, phase one is total of 30.25 person-months and phase 2 is total of 49 person-months. Despite the written total person-months numbers, when it is calculated one by one the total of the Phase 1 becomes 31 person-months and Phase 2 becomes 50.5 person-</p>	<p><u>Page 33: Clarified as</u> Phase I – Preliminary Investigations, Preliminary Design, Final Design Reports and Bid Documents: to be done in a period of 6.0 months yielding an estimated 31 person months. Phase II – Supervision of Works and Related Supplies Contracts including the Defects Liability Period: to be done in a period of 24 months yielding an estimated 50.2 person month. See the corrected table below for clarification for page 41 of 94</p>

	months. Please clarify which one is correct	
21.	On page 45 of 94 the DAYS were explained as calendar days. Does this mean 1 person-month is considered 30 person-days?	Consider the person month as 30 person days also refer to clause 2.5
22.	On page 24 of 94 it is mentioned that “Contractor shall collect all necessary documentation in relation to building regulations, urban and environmental planning procedures, building permit requirements, and connections to the nearby utility service lines and to alternative sources.” Who is responsible to obtain these permits and pay the required fees? Contractor (Consultant) or Enable or Local Ministry representatives?	Consultant will follow up with all necessary permits/approvals but the fees due will be to attention of the mother ministry but through Enabel (contracting Authority)
23.	Are there any as-built documents in regard to the existing facilities? if not, the preparation of these is considered in the scope and the duration or not?	This is foreseen as per of the consultant's scope
24.	Is there any geotechnical investigation report for the locations where new facilities are needed? If not, it is needed to have geotechnical expert and a geotechnical laboratory to conduct the field tests. Is this considered in the key and/or support key experts? If yes, please indicate in which positions?	This is foreseen as a role under the structural engineer given these are regarded as low-rise buildings requiring basic ground assessments and design. In the opinion of the consultant, the structural engineer may choose to be backed up under team collective skills
25.	Is it necessary to have a notarized Joint venture agreement in this stage of the tender or Letter of intent to form a joint venture is sufficient?	A Joint venture is not a requirement for contractors who can execute the tasks by themselves, however for those who need to rely on the capacities of others, a signed and valid Joint Venture agreement or memorandum of understanding shall be required at the time of bid submission
26.	On page 68 of 94, it is stated that one original copy of the tender shall be submitted on paper. is it acceptable to provide the electronic copies of our original signed	Yes, the tenderers shall submit only copies of the documents and not originals. The tenderer shall submit a hardcopy bid at the submission address stated in the tender document and soft copies on a

	document such as Power of Attorney and Letter of Intent to form a Joint Venture to our Ugandan Partner? We will provide the originals during the contract signature period	USB stick that shall be inserted in the envelope containing the hard copy bid. Refer to Section 5, subsection 5.4.2, Page 68 of the tender document
27.	In order to be more specific on budgetary perspective, would it be more suitable to arrange separate Deployment of Team Table and FIN (Breakdown of Remuneration) tables for educational facilities and healthcare facilities with related experts accordingly?	Please use the available templates provided

Indicative approximate person month for each staff per site/order of work

	Position	Number (Experts)	Phase (person month)	Phase II	
				Supervision (person month)	DLP (person month)
Key staff	Team Leader/Architect	1	4	2.5	0.5
	Expert In Sustainable Bioclimatic Architecture	1	2	2	
	Civil/Structural Engineer	1	3	2.5	
	Electrical Engineer	1	1	12	0.5
	Renewable Energy Expert	1	2	2	0.5
	Mechanical Engineer	1	3	2	0.5
	Quantity Surveyor	1	2	2	0.5
	Land Surveyor	1	2		
	ICT Equipment Specialist	1	2	1	
	Environmental Specialist	1	2	2	0.5
	Furniture Equipment Expert	1	2	2	
Medical Equipment Expert	1	2	1	0.5	
Total		12	27	31	3.5

Non-key staff	Assistant Architects	1	4	4	
	Clerk of Works	1		12	
	Total	2	4	16	
	Summary		31	47	3.5