

10th EDF Health Sector Reform

Alteration and Upgrading the Milton Cato Memorial Hospital (lot 1) and the Mental Health Centre (lot 2)

Pre-Tender Meeting

11th February, 2014; 10:00am

Lecture Room, Milton Cato Memorial Hospital

Section	Subject																																																																																										
1.	<p data-bbox="297 548 516 579"><u>Commencement</u></p> <p data-bbox="297 583 1430 648">The meeting was called to order at 10:11am by chair Janelle Quow. Participants were invited to introduce themselves and the entity they represented:</p> <table border="1" data-bbox="386 653 1349 1932"> <thead> <tr> <th data-bbox="393 653 467 684">No.</th> <th data-bbox="467 653 889 684">Name</th> <th data-bbox="889 653 1343 684">Company</th> </tr> </thead> <tbody> <tr><td>1</td><td>Decima Corea</td><td>Central Planning Division</td></tr> <tr><td>2</td><td>Anthony Robert</td><td>European Union</td></tr> <tr><td>3</td><td>Chiaka Bowman</td><td>Central Planning Division</td></tr> <tr><td>4</td><td>Cecil Harris</td><td>Central Planning Division</td></tr> <tr><td>5</td><td>Shineco Sutherland</td><td>Central Planning Division</td></tr> <tr><td>6</td><td>Janelle Quow</td><td>Central Planning Division</td></tr> <tr><td>7</td><td>Moulton Mayers</td><td>Moulton Mayers Architects</td></tr> <tr><td>8</td><td>Brian Begg</td><td>Moulton Mayers Architects</td></tr> <tr><td>9</td><td>Branson Ollivierre</td><td>Moulton Mayers Architects</td></tr> <tr><td>10</td><td>Rodney Foster</td><td>Moulton Mayers Architects</td></tr> <tr><td>11</td><td>Nick Denman</td><td>Kee-Channona Ltd, Trinidad</td></tr> <tr><td>12</td><td>Jerome Labban</td><td>Kee-Channona Ltd, Trinidad</td></tr> <tr><td>13</td><td>Elroy Boucher</td><td>Milton Cato Memorial Hospital</td></tr> <tr><td>14</td><td>Grace Walters</td><td>Milton Cato Memorial Hospital</td></tr> <tr><td>15</td><td>Anne DeRoche</td><td>Min. of Health, Wellness & the Environment</td></tr> <tr><td>16</td><td>Onell Wyllie</td><td>Min. of Health, Wellness & the Environment</td></tr> <tr><td>17</td><td>Griffith Glasgow</td><td>Edward Construction</td></tr> <tr><td>18</td><td>Roxanne Williams</td><td>Milton Cato Memorial Hospital</td></tr> <tr><td>19</td><td>Janelle Ballah</td><td>Milton Cato Memorial Hospital</td></tr> <tr><td>20</td><td>Andrew Williams</td><td>Milton Cato Memorial Hospital</td></tr> <tr><td>21</td><td>Charles Woods</td><td>Milton Cato Memorial Hospital</td></tr> <tr><td>22</td><td>Simone Keizer-Beache</td><td>Min. of Health, Wellness & the Environment</td></tr> <tr><td>23</td><td>Eloise Wilkes</td><td>Mental Health Centre</td></tr> <tr><td>24</td><td>Kerry-Ann Hamilton</td><td>Min. of Health, Wellness & the Environment</td></tr> <tr><td>25</td><td>Philip Bailey</td><td>Min. of Health, Wellness & the Environment</td></tr> <tr><td>26</td><td>Shur-Wayne Nicholls</td><td>ADC Building & Maintenance</td></tr> <tr><td>27</td><td>Anderson Clarke</td><td>ADC Building & Maintenance</td></tr> <tr><td>28</td><td>Roland Cuffy</td><td>Gibson Construction Ltd</td></tr> <tr><td>29</td><td>Allex George</td><td>IJS Quality Electrical Services</td></tr> </tbody> </table>	No.	Name	Company	1	Decima Corea	Central Planning Division	2	Anthony Robert	European Union	3	Chiaka Bowman	Central Planning Division	4	Cecil Harris	Central Planning Division	5	Shineco Sutherland	Central Planning Division	6	Janelle Quow	Central Planning Division	7	Moulton Mayers	Moulton Mayers Architects	8	Brian Begg	Moulton Mayers Architects	9	Branson Ollivierre	Moulton Mayers Architects	10	Rodney Foster	Moulton Mayers Architects	11	Nick Denman	Kee-Channona Ltd, Trinidad	12	Jerome Labban	Kee-Channona Ltd, Trinidad	13	Elroy Boucher	Milton Cato Memorial Hospital	14	Grace Walters	Milton Cato Memorial Hospital	15	Anne DeRoche	Min. of Health, Wellness & the Environment	16	Onell Wyllie	Min. of Health, Wellness & the Environment	17	Griffith Glasgow	Edward Construction	18	Roxanne Williams	Milton Cato Memorial Hospital	19	Janelle Ballah	Milton Cato Memorial Hospital	20	Andrew Williams	Milton Cato Memorial Hospital	21	Charles Woods	Milton Cato Memorial Hospital	22	Simone Keizer-Beache	Min. of Health, Wellness & the Environment	23	Eloise Wilkes	Mental Health Centre	24	Kerry-Ann Hamilton	Min. of Health, Wellness & the Environment	25	Philip Bailey	Min. of Health, Wellness & the Environment	26	Shur-Wayne Nicholls	ADC Building & Maintenance	27	Anderson Clarke	ADC Building & Maintenance	28	Roland Cuffy	Gibson Construction Ltd	29	Allex George	IJS Quality Electrical Services
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2	<p>Review of Scope of works</p> <p>The scope of works was reviewed by JQ:</p> <ul style="list-style-type: none"> • <u>Lot 1:</u> <ol style="list-style-type: none"> a. Maternity Ward A: ceiling, paint, ac work – to function as temporary operating theatres while the main operating theatres are being refurbished b. Female surgical and ICU: new floor, roof, general upgrades c. Kitchen: new ceiling, cupboards, exhaust d. Operating Theatres: new roof water proofing, new ceiling, paint, completely new AC system <p>The MCMH will be operational while construction is ongoing so there will be a special sequencing of works. Specifically, work in the ICU, kitchen and maternity ward “A” will be done simultaneously. The work in the main operating theatre on the first floor will commence only after the completion of the temporary operating theatres on the ground floor.</p> <ul style="list-style-type: none"> • <u>Lot 2:</u> <p>General upgrading of the entire health centre including new doors and windows, kitchen and toilet facilities, staff areas, reconstruction of the burnt-out section as well as all associated electrical and plumbing installations. The works will also include the construction of a new circulation corridor. The contractor will be given free access to the site.</p> 			
3	<p><u>Review of Tender Details</u></p> <p><i>The following dates were highlighted:</i></p> <ol style="list-style-type: none"> a. Deadline for tenderers to submit written request for clarifications: March 3rd 2014 b. Deadline for contracting authority, the Central Planning Division, to post addenda and clarifications on website: March 13th 2014. c. Submission deadline for bid: March 24th 2014 at 4:00pm. d. Tender opening: March 25th 2014. <p>The tenderers were advised that the tender document has the information for the financial requirements which would be used, along with other evaluation criteria, to determine the responsiveness of the bids submitted. The financial requirements would consider required annual turnover and access to liquidity.</p>			

	<p><i>The following sections of the Instructions to Tenderers were highlighted:</i></p> <ol style="list-style-type: none"> a. Section 12: In order to submit well-prepared, responsive tenders, tenderers were advised to carefully review Section 12 of the Instructions to Tenderers which details all of the information to be submitted with tenders. b. Section 13: This section gives detailed information for the financial requirements of the tender. It was drawn to the tenderers attention that the prices should be in East Caribbean Dollars, not Euros. Also, all prices should be inclusive of VAT and customs charges as laid out in the tender dossier. c. Section 15: This section provides information for the tender guarantee of each lot. It was highlighted that the guarantees would be EC\$20,000 and EC\$15,000 for lot 1 and lot 2 respectively. <p><i>The supply of the air conditioning units for the MCMH:</i> The documents for this supply are currently being reviewed by the consultants and are not part of the tender which was launched; however a provisional sum will be issued to tenderers.</p> <p>Update: The documents will be published on the Contracting Authority's website, www.svgedfpmcu.com by Friday, 21st February 2014 so that tenderers can source and price a suitable system. On award of contract the contractor may use his own sub-contractor or a subcontractor would be nominated depending on the comparative costs.</p>
4.	<p><u>Questions from tenderers</u></p> <ol style="list-style-type: none"> i. <i>Are there any restrictions on the hours of work at the MCMH site?</i> <ul style="list-style-type: none"> - Work should be done during the hours of 7:00am to 5:00pm. ii. <i>What is the form of contract to be used, FIDIC or JCT?</i> <ul style="list-style-type: none"> - The standard EU form of contract will be used. iii. <i>Who is the Project Manager and what would be that person's roles and responsibilities? That is, who address issues like changes in the scope of work and variations?</i> <ul style="list-style-type: none"> - The tender dossier speaks to a supervisor and a supervisor's representative, not a project manager. The tenderer will be advised of the supervisor's representative in due course. iv. <i>According to the advertisement, the deadline for submission of tenders is 4th March, 2014. Is there a discrepancy?</i> <ul style="list-style-type: none"> - The deadline for submission of tender is 24th March, 2014 v. <i>Will there be provisional sum for the MCMH air-conditioning works?</i>

	<ul style="list-style-type: none"> - Yes, a provisional sum will be issued. - Update: In addition to the provisional sum, the air conditioning documents will be posted on the web site so that tenderers can source and price a suitable system. On award of contract the contractor may use his own sub-contractor or a subcontractor would be nominated depending on the comparative costs. <p>vi. <i>Are the relevant supervisor and supervisor representative named?</i></p> <ul style="list-style-type: none"> - The supervisor is named in the document but the supervisor's representative will be named in due course. <p>vii. <i>According to the special conditions of contract, all demolition materials are the property of the employer, so would the employer be responsible for disposing the waste materials?</i></p> <ul style="list-style-type: none"> - This will be reviewed and will be addressed in a clarification. Please refer to item no.2 of Clarification No.2. <p>viii. <i>Can the payment period of 90 days be modified?</i></p> <ul style="list-style-type: none"> - No, this period cannot be negotiated as it was in the past; however both the Contracting Authority and the European Union will endeavour to process payments as quickly as possible. The contractor must also ensure that claims are well-prepared. <p>ix. <i>Will there be a provisional sum for the ceramic tile so that all tenderers are on the same page?</i></p> <ul style="list-style-type: none"> - Yes, a provisional sum will be issued for the ceramic tile. Please refer to item no.1 of Clarification no.2. <p>x. <i>The BoQ says that prices are to be VAT exclusive while the bidding documents says that VAT is mandatory. Since the VAT paid by the contractors is to be reimbursed can the relevant documents be worded to convey that VAT is not being collected on behalf of the government but is instead being reimbursed?</i></p> <ul style="list-style-type: none"> - This query is to be addressed later. - Update: Please refer to the response to question no. 4 of Clarification no.1. <p>xi. <i>Would there be specifications provided for the epoxy floor coating at the MHC?</i></p> <ul style="list-style-type: none"> - Yes, specifications will be provided for the epoxy flooring. Please refer to item no.3 of Clarification No.2. <p>xii. <i>What is the expected start date for the project?</i></p> <ul style="list-style-type: none"> - The expected start date of the project is early June – no later than 15th July. <p>xiii. <i>Can the contracting authority give the contractors information on where to source the Air Conditioning units?</i></p>
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	<ul style="list-style-type: none"> - This query is noted and will be addressed later. <p><i>xiv. Would the contractors be provided with hard copies of the BoQs?</i></p> <ul style="list-style-type: none"> - No, contractors will not be given printed tender dossiers; the dossier is available for download at www.svgedfpmcu.com. <p>This portion of the meeting was concluded and the walk-through commenced. Tenderers were taken through the Maternity Ward, Kitchen, Female Surgical Ward and ICU.</p> <p>Queries and responses are as follows:</p> <p>Kitchen:</p> <ul style="list-style-type: none"> <i>i. There is a wall to be demolished in the kitchen; however there is an electrical panel on that wall. Will the panel be relocated?</i> - It is unlikely that the panel can be relocated. Only a portion of the wall will be demolished to avoid relocation of the panel. <p>General:</p> <ul style="list-style-type: none"> <i>ii. Are as-build drawings available?</i> - Some as-built drawings are available. <i>iii. What is the possibility of creating an access through the wall boundary with the cemetery as an alternative to the pedestrian ramp to access the first floor?</i> - This will be investigated. <i>iv. Subsequent to the site visit, who should tenderers contact in order to visit the sites?</i> - Tenderers should contact the Contracting Authority in writing.
5.	<p><u>Adjournment</u></p> <p>There being no other business, the meeting concluded at approximately 11:45am.</p>