

**10<sup>th</sup> EDF**

**Minutes of the meeting for  
Construction of Doctors' Quarters  
Central Planning Division Conference Room  
Wednesday February 12<sup>th</sup>, 2014**

1.

**Attendance**

Andy Clarke - ADC Building and Manufacturing

Shur-Wayne Nichols - ADC Construction

Arthur Guy – CPDS QS consultant

Shineco Sutherland- Central Planning Division

Alister Browne – Ministry of Transport and Works

Casmore Haynes – Ministry of Transport and Works

Roland Cuffy – Gibson Construction

Antarese Dabreo – Hutchinson Construction

Richard Hutchinson – Hutchinson Construction

Desmond Cox – TVA Consultants

Fitzpatrick Cyrus – Irvine Construction

Rawle Caesar – Irvine Construction

Anthony Robert – European Union

Decima Corea – Central Planning Division

Chiaka Bowman - Central Planning Division (Chair)

Janelle Quow - Central Planning Division

2.

**Commencement**

The meeting commenced at 10:10am.

3.	<p><b><u>Overview of 10<sup>th</sup> EDF</u></b></p> <p><i>An overview of the 10<sup>th</sup> EDF was given by Decima Corea as follows:</i></p> <p>The construction of the doctors' quarters falls under the programme, modernisation of the health sector, which is funded by the European Union. The programme has four components which are:</p> <ul style="list-style-type: none"> <li>i. Chronic non-communicable diseases: These diseases and their negative impacts on productivity has led to the need for a modernisation of the health sector which includes projects such as the construction of the doctors quarters and polyclinics.</li> <li>ii. Health services delivery.</li> <li>iii. Human resources development</li> <li>iv. Technical assistance</li> </ul>
4.	<p><b><u>Review of tender details</u></b></p> <p>A. The Chair, CB, informed that this is the second time that this project is being launched, having been launched previously in May 2013 and cancelled in September 2013. It was drawn to the tenderers attention that the site for the polyclinics are Mesopotamia and Buccament while the site for the doctors' quarters are Canouan, Sandy Bay, Mesopotamia, and Chateaubelair.</p> <p>B. Important deadlines which were highlighted:</p> <ul style="list-style-type: none"> <li>i. <b>Deadline for requesting any additional information from the Contracting Authority: 3<sup>rd</sup> March, 2014</b></li> <li>ii. <b>Last date on which additional information are issued by the Contracting Authority: 13<sup>th</sup> March, 2014</b></li> <li>iii. <b>Deadline for submitting tenders: 24<sup>th</sup> March, 2014 at 4:00pm</b></li> <li>iv. <b>Tender opening session: 25<sup>th</sup> March 2014</b></li> <li>v. <b>Notification of award to the successful tenderer: 22<sup>nd</sup> June, 2014</b></li> <li>vi. <b>Signature of the contract: 25<sup>th</sup> September, 2014</b></li> </ul> <p>C. Evaluation criteria: This can be found in section 12 of the instruction to tenderers.</p> <p>The selection criteria for each tenderer are as follows:</p> <ul style="list-style-type: none"> <li>– <i>Economic and financial capacity of candidate:</i></li> </ul>

Financial criteria:

- a. The average annual turnover of the tenderer in the past three (3) years must be at least:

Lot 1: Union Island Hostel – \$ 1,400,000

Lot 2: Canouan Doctor's Quarters – \$350,000

Lot 3: Sandy Bay Doctor's Quarters –\$350,000

Lot 4: Chateaublair Doctor's Quarters – \$350,000

A tenderer for the works of more than one lot is required to fill the above specified requirements on "aggregate basis".

- b. If it is the sole tenderer it must have access to sufficient credit and other financial facilities to cover the required cash-flow for the duration of the contract. In any case the amount of credit available must exceed:

Lot 1: Union Island Hostel – \$450,000

Lot 2: Canouan Doctor's Quarters – \$150,000

Lot 3: Sandy Bay Doctor's Quarters – \$150,000

Lot 4: Chateaublair Doctor's Quarters – \$150,000

A tenderer for the works of more than one lot is required to fill the above specified requirements on "aggregate basis".

– *Technical and professional capacity of candidate:*

- a. it must have completed at least **two (2)** projects of the same nature/amount/complexity comparable to the works concerned by the tender over the **last 5 years**. The Contracting Authority reserves the right to ask for copies of the respective certificates of final acceptance signed by the supervisors/contracting authority of the projects concerned.
- b. it must carry out at least **70%** of the contract works by own resources, which means that it must have the equipment, materials, human and financial resources necessary to enable it to carry out that percentage of the contract.
- c. if it is the lead member of a joint venture/consortium, it must have the ability to carry out at least **50%** of the contract works by its own means.
- d. If it is a partner of a joint venture/consortium (i.e. not the lead

member) it must have the ability to carry out at least **10%** of the contract works by its own means.

- e. All its key personnel must have at least **five (5)** years of appropriate experience and proven qualifications relevant to works of a similar nature to this project.

Additionally, tenderers were reminded to submit their power of attorneys, cashflow statements, the appropriate documents showing access to credit and to complete all the necessary forms.

D. *Tender documents:* The chair pointed the tenderers to section 12 of the instruction to tenderers which gives detailed instructions on preparing the tender documents.

E. *Tender guarantee:* The tenderer must provide, as a part of its tender, a tender guarantee in the form set out in Volume 1, Section 3 of the tender dossier, or in another form acceptable to the Contracting Authority that meets the essential requirements set out therein. The tender guarantee must be for an amount of:

Lot 1: Union Island Hostel – \$20,000

Lot 2: Canouan Doctor's Quarters – \$5,000

Lot 3: Sandy Bay Doctor's Quarters – \$5,000

Lot 4: Chateaublair Doctor's Quarters – \$5,000

It was noted that an acceptable bank guarantee must be in the form of a banker's draft, a certified cheque, a guarantee provided by an insurance and/or guarantee company or an irrevocable letter of credit made out to the Contracting Authority.

F. *Addenda and Clarifications:* All such will be posted on the website [www.svgedfpmcu.com](http://www.svgedfpmcu.com). The officers in the NAO unit can be contacted.

G. *Other things drawn to the attention of tenderers:*

- i. There will be no site visits since the sites are all at different extreme ends of Saint Vincent and the Grenadines.
- ii. Even though the date for signature of contract is in September, the Central Planning Division is committed to signing contract in mid July.

	<ul style="list-style-type: none"> <li>iii. The place of submission for tenders is the Central Supplies Tenders Board, on the second floor of the bank of Saint Vincent and the Grenadines building.</li> <li>iv. Evaluations: The tenders will be evaluated by the NAO unit. Evaluations will be done in such a manner as to find the technically compliant bids with the lowest cost for each lot so different combinations of the offered tenders will be done. This may well generate a different contractor for each lot.</li> <li>v. The supervision of the contract is to be done by TVA consultants.</li> <li>vi. The BoQs were issued in PDF format because the contracting authority prefers the information contained within to be handwritten to reduce arithmetical errors.</li> <li>vii. Tenderers are reminded to label each bid carefully since the NAO unit will be receiving bids for a number of different activities on the 24<sup>th</sup> of March 2014.</li> </ul>
5.	<p><b><u>Presentation by the design team</u></b></p> <ul style="list-style-type: none"> <li>i. Sites: Pictures of some of the sites were presented and there was a brief overview of the works to be done. The Union Island site currently has a building, which will be demolished. The structure to be built at this site will have two floors. The ground floor will have two bedrooms, a laundry room, sleeping spaces for the nurses and a parking area. The top floor will have three identical bedrooms.</li> </ul> <p>The Canouan, Sandy Bay and Chateaubelair sites are all properties of the Ministry of Health and do not have any existing buildings on site. The structure in Canouan is a simple two bedroom house with parapet walls and a water tank. The Chateaubelair and Sandy Bay sites are simple 3 bedroom structures. The major difference between the structures is that the land in Chateaubelair is steeper so the front of the structure w partially elevated.</p> <p>The Canouan structure will be the most complex of all four because of the construction of a cistern.</p>

6.	<p><b><u>Presentation on the BoQs</u></b></p> <p>The BoQs were prepared using the Standard Method of Measurement (1990). All abbreviations used are explained in the preliminary. Tenderers were advised that:</p> <ul style="list-style-type: none"> <li>i. Each item must be priced separately and the total transferred.</li> <li>ii. The pricing and payment method of measurement is according to clause 1 of the special conditions. The condition states that contractors would be paid for works done measured against their bills.</li> <li>iii. The applicable rates to be charged are those relevant prior to the date of submission.</li> <li>iv. All imported materials will be exempt from import duties.</li> <li>v. In the presentation of the BoQ, VAT should be charged to total costs instead of to each individual line item.</li> <li>vi. Correction of errors: When there is an error in figures quoted and that amount expressed in words, the amount in words will prevail. When there is an error in a unit rate quoted and the total, the unit rate will prevail.</li> <li>vii. Hoarding plan: This plan is available for Union Island so the relevant pricing should reflect such.</li> <li>viii. No variances are allowed.</li> <li>ix. Since the project is EU funded, the ACP-EU rule of origin will hold.</li> </ul>
7.	<p><b><u>Questions</u></b></p> <p>1. <i>Are the BoQs to be submitted in duplex?</i> Yes</p>

2. *How many copies of the tender should be made?*

Section 17 provides the answer.

3. *Would there be copies of the site photos made available to the contractors?*

This will be addressed later.

4. *Was research done on the historical value of the Union Island building?*

This concern was shared by the MoTW and they wanted to maintain the exterior walls of the structure. However, the report by the engineer recommended that the building be torn down since it is structurally unsound. Additional research will be done, this time by consulting the organisation responsible for historical buildings. The research will be completed before any contracts are signed by the EU.

5. *What are the site locations?*

The Chateaubelair site is opposite the Learning Resource Centre and the Canouan site is at the top of the hill opposite the “old fort”.

6. *Does the exclusion of duties on imports also cover VAT?*

This question will be addressed later.

7. *How exactly does the process for the reimbursable VAT work?*

This is will be addressed later.

8. *Are any of the quantities in the BoQ provisional?*

Contractors were reminded that they will be paid for billed costs.

9. *Can prices be quoted by lots?*

Yes. This is evidenced by the subdivision of the work into lots.

10. *Are the tender guarantees to be separate or as total when contractors are bidding for multiple lots?*

Tenderers were advised that it would be more feasible to submit individual guarantees since it may be possible for them to win one lot out of the multiple they submitted. Having individual tender guarantees would allow for easy return of guarantees for unsuccessful bids.

	<p><i>11. Are the pre-tender meetings mandatory?</i></p> <p>The meeting for the doctors' quarters is not mandatory but that for the polyclinic is mandatory.</p>
8.	<p><b><u>Adjournment</u></b></p> <p>The meeting was adjourned at 11:10 am.</p>