



Minutes of the Pre-Bid meeting

Subject: Explaining to the Representatives of the potential bidders how to draft and submit their bid documents according to the ITB stipulations and the stipulated procedure "Development of Urban Agriculture for Astana.Delivery of greenhouse structure, installation in Astana";

Project: Supporting Kazakhstan's transition to a green economy model;

Location: Kazakhstan, Astana city, Almaty region, Pushkin street, building #81

Background: The main goal of the joint EU / UNDP / UNECE project "Supporting Kazakhstan's transition to a green economy model" is to support the Republic of Kazakhstan in achieving the long-term sustainable development for all segments of the population through the transition to a model of "green economy". The project contributes to the achievement of the objectives of the Concept of Kazakhstan's transition to "green economy" with a focus on: (i) the water sector and climate change; (ii) demonstration of rapid and practical solutions through pilot actions. The project complies with the main political priorities of the Government of Kazakhstan and is aimed at strengthening national capacities in the long term perspective. Under the project component 4 "Implementation of pilot projects aimed at demonstrating the feasibility of increasing water resources management in a changing climate, and possessing a high replication potential and attracting investment" is planned to support the implementation of "green" water management practices at the local level taking into consideration the factors of climate change through the implementation of the demonstration projects in the field of water management, including pilot project "Development of Urban Agriculture for Astana. Delivery of greenhouse structure, installation in Astana".

In this perspective, an ITB was launched on 24 February 2017. It was published on UNDP Country Office site, UNDP International and UNGM websites. Also the announcement was sent to potential bidders in accordance with the Distribution list. Since holding of a pre-bid meeting was emphasized in the ITB therefore, the meeting was held on Wednesday 15 March 2017 by skype. Three (3) representatives from the following three (3) companies/forms participated.

Nº	Companies/Firms
1	GreenAgro
2	INKOA SISTEMAS S.L
3	Ammerlaan

The following staff were presented from UNDP's site:

- 1) Ms. Dana Amanova, Operations Manager;
- 2) Mr. Rassul Rakhimov, Programme Analyst, SD/U unit;
- 3) Ms. Nurgul Murzagaliyeva, Procurement Associate
- 4) Ms. Gulzhamal Issayeva, Project Manager, SD/U unit
- 5) Ms. Irina Yurchinskaya, Project Specialist, Project Specialist, SD/U unit

The skype-call was started from the welcoming of all participants and briefly presented the project and ITB requirements. The Invitation to Bid was prepared in accordance to the UNDP rules and regulations. All

document shall be submitted on the company letterhead, must be signed and stamped. The deadline for the submission is March 30, 2017 6:00 PM Astana time.

Then the floor was opened for question and answer session, details of which are as below.

№	Question	Answer
1	What is a maximum expected duration of contract?	As per ITB requirement (C.15.2), the maximum expected duration of contract is 12 months from the time of award of a contract to schedule deliveries and conduct installation, assembling of greenhouse
2	Please, advise on the payment terms?	<p>As per ITB requirement (D.23.2), the payment terms are following:</p> <p>The advance payment allowed up to a maximum of 20% of contract with justification on it. The advance payment should not exceed 20 % of the total contract amount.</p> <p>The Form of Advanced Payment Guarantee is required if the Contractor will require advanced payment of more than 20% of the contract amount, or if the absolute amount of the advanced payment required will exceed the amount of USD 30,000, or its equivalent if the price offer is not in USD, using the exchange rate stated in the Data Sheet. The Contractor's Bank must issue the Guarantee using the contents of this template.</p> <p><input checked="" type="checkbox"/> __% within 30 days upon fact of delivery and UNDP's acceptance of the goods and works as specified <input checked="" type="checkbox"/> __% upon UNDP's acceptance commissioning report</p>
3	Do we have to provide an installation services for the greenhouse?	Based on the ITB requirement, the installation and assembling of greenhouse are required. Due to the warranty for equipment installation and assembling work is required, the potential Supplier will lead the hole process of the installation and assembling to avoid damage risk of equipment.
4	Is it necessary to provide any additional certificates for the personnel who will be involved?	As per ITB requirement, the minimum qualifying criteria for the personnel is available on a DS No. 4.
5	Is it necessary to notarize copies of the documents required as per ITB requirements?	There is no necessity to notarize copies of the documents required as per ITB requirements.
	Is there the approved project design documentation?	The designed estimate documentation (DED) was developed and approved. In case of successful win of the tender, the DED will be provided to the Contractor.
6	It's indicated in the ITB that a performance security is required. Our	As per ITB requirements (C.15.1), the Performance Security must be submitted with a

	understanding is that the performance security is required once the contract is awarded to the company that win the tender. So, this performance security is NOT required now for the Bid?	<p>BiD to establish qualification of Bidders.</p> <p>The Performance Security (Performance Bank Guarantee (PBG)) will be 10% of the Contract amount and valid for a period of 12 months beyond the date of the final completion certificate. The PBG must not be less than 12 calendar months.</p>
4	There are some questions regarding the technical requirements of the ITB, however, the additional time is needed to prepare all questions. Can we submit additional clarifications after the Pre-bid meeting via e-mail?	<p>As per ITB requirements, the clarifications/questions can be submitted to the Focal point form UNDP site Ms. Gulzhamal Issayeva, Project manager on the following e-mail: Gulzhamal.issayeva@undp.org.</p> <p>Bidders can submit questions to the dedicated email address up to 3 days before the deadline to submit bids. UNDP will provide clarification up to 2 days from the date the date of submission of bids.</p> <p>No later than 5 days prior to the Deadline for Submission of Bids, the UNDP may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Solicitation Documents.</p>

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