

CONSULTANCY SERVICES FOR A TECHNICAL INVESTIGATION ON THE PREMATURE PAVEMENT FAILURES AND DRAINAGE INFRASTRUCTURE EVALUATIONS OF THE LOT 1 PORTION OF THE GREAT EAST ROAD (T004) IN EASTERN PROVINCE OF ZAMBIA

Minutes of Pre-Proposal Conference held on March 10, 2023

Venue: Chipata

Time: 10:45 hours

1. Opening Remarks

The Chairperson welcomed everyone present and stated that this was a Pre-Proposal meeting for the tender for the “Consultancy Services for a Technical Investigation on the Premature Pavement Failures and Drainage Infrastructure Evaluations of the Lot 1 Portion of the Great East Road (T004) in Eastern Province of Zambia”. The meeting was informed that attendance was not mandatory and it is expected that other bidders that were not in attendance would also submit proposals.

The meeting was informed that the tender was launched on 24 January 2023 and is expected to close on 10 April 2023. The National Authorising Office (NAO) is the Contracting Authority and the Road Development Agency (RDA) is the implementing Agency.

2. Attendance

The attendance register is attached as Appendix 1 to the minutes.

3. Meeting Deliberations

The meeting was informed that some questions were received prior to the Pre-Bid meeting. However, the responses would be included in the minutes of the Pre-Bid meeting together with the clarifications that would arise in during the said meeting.

Below are the clarifications made and responses given:

Table 1: Clarifications during the meeting

	QUESTION/CLARIFICATION	RESPONSE
1.	Will the report (September 2021) alluded to in the terms of reference (page 75/130-1.2) be availed to bidder?	The meeting was informed that the details provided in respect of this report are sufficient and the rationale for this tender is to go beyond the visual assessments carried out by the

	QUESTION/CLARIFICATION	RESPONSE
		RDA so as to empirically establish the causes of the defects and premature pavement failures.
2.	Kindly clarify the currency for the submission of the financial proposals	The currency for the submission of the Financial Proposals shall be guided as per ITC 16.4 and payments shall be as per SCC 44.1.
3.	Is advance payment applicable on this project and what percentage of the contract sum is its application?	Advance Payment SHALL not be applicable to this contract. An Addendum shall be issued to this effect
4.	Are the funds for this project readily available for disbursement during the life of the project?	The undertaking has ring-fenced funds specifically allocated to the project.
5.	Is registration to practice in Zambia by the Engineering Institution of Zambia (E.I.Z) and the Engineering Registration Board (Eng.R.B.) mandatory for the proposed key personnel prior to contract award?	Registration to practice in Zambia by the Engineering Institution of Zambia (E.I.Z) and the Engineering Registration Board (Eng.R.B.) IS NOT mandatory until after contract award.
6.	Will the pavement designs be shared with the bidders?	Pavement design reports will be shared with the successful bidder.
7.	Bidders wanted to know the kind of tests to be conducted?	The bidder shall provide details on the investigation plan as part of their submissions on the tests that should be undertaken to establish the cause(s) of the failures and this shall be part of the items that shall be assessed at the technical level and methodology in selection of the consultant.
8.	Bidders wanted to know how the project will be coordinated.	The Contracting Authority (NAO) shall be responsible for the overall coordination of the Project. The Project will be coordinated from Lusaka. However, the RDA Regional Manager may be available to assist during field undertakings.
9.	Kindly clarify the type of Stakeholders that may require handling by the Consultant.	Bidders to propose stakeholder management plan. The RDA Regional Office in liaison with the Contracting Authority shall assist in handling stakeholders.

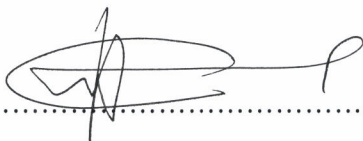
Table 2: Clarifications received before the meeting

	QUESTION/CLARIFICATION	RESPONSE
10.	<p>TORs 1.2 describes the visual assessment outcome dated September 2021.</p> <ul style="list-style-type: none"> • Would it be possible to share the report of that activity to help the elaboration of our proposal? 	<p>The details provided in respect of the September 2021 Report are sufficient and the rationale for this Assignment is to go beyond the visual assessments carried out by RDA so as to empirically establish the causes of the defects and premature pavement failures.</p> <p>Therefore, the RDA report would not be shared.</p>
11.	<p>Can you confirm that no rehabilitation works were done after the assessment that led to the September 2021 Report?</p>	<p>No rehabilitation works were done after the assessment.</p>
12.	<p>TOR's 2. Objectives of the assignment and 3. Scope of the services, provide a clear indication on the objectives i.e.: pavement's failures identification/inventory, identification of possible responsibilities, possible solutions to restore structural capacity. It is also seen that TOR lack all sort of indication or requirements for the investigations and tests to execute such as dcp, deflections, bearing plate or similar.</p> <ul style="list-style-type: none"> - Is the Client expecting that each bidder elaborates and proposes his own investigation plan? - What are the facilities available in the country for the execution of the investigations? 	<p>The Bidder is expected to prepare their own investigations plan as part of their submission.</p> <p>It is the responsibility of the to explore availability of facilities for the execution of the investigations either locally or otherwise.</p>
13.	<p>TOR's 5. Responsibilities, facilities and resources to be provided by the technical expert, describes the functions to be performed by the consultant such as provision of office, accommodation and transport for the team. Further down, under 6. Duty station, it is indicated that the duty station is in Lusaka.</p> <ul style="list-style-type: none"> - Please clarify what is the purpose of an office in Lusaka if the consultant data elaboration centre is abroad. 	<p>Key personnel for the Project shall be required to have a presence in Lusaka, Zambia.</p>

	QUESTION/CLARIFICATION	RESPONSE
14.	<p>TOR's 11. Deliverables, reports and payment schedule include a Stakeholders' peer review task including a conference of 20 experts.</p> <p>- Please clarify if costs of such conference are to be borne by the Consultant and if yes what are the specification for such task.</p>	<p>This shall be a dissemination workshop of pavement/roads experts in Zambia and this will offer the Consultant an opportunity for their findings to be peer reviewed and inputs accordingly made.</p> <p>As there is a payment attached to the same in the Payment Schedule, the Consultant is expected to consider this item in the Financial Proposal</p>
15.	<p>TOR's 15. Records require daily record be prepared and kept updated with all information including list of visiting officials.</p> <p>This requirement sounds more for a supervision than a design contract where the experts will be only temporarily on the ground for data collection. Please clarify.</p>	<p>The requirement is amended as follows:</p> <ul style="list-style-type: none"> • Keep a diary or log book, recording site activities carried-out, weather conditions when on site, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures.
16.	<p>RFP page 90/130 present a model of consultancy services contract which is Time-based contrary to what's stated under TOR's 11. Deliverables, reports and payment schedule where it is indicated that this contract is paid in lump-sum instalments.</p> <p>Please clarify.</p>	<p>This is a lump-sum contract to be paid in lump-sum instalments.</p> <p>An Addendum shall be issued to this effect</p>

The meeting was informed that the minutes of the pre-proposal conference would be circulated within 10 days.

Signed as a true reflection of the meeting:



Eng. Chabala Chabala
(Secretary)



Eng. Christopher Ngwira
(Chairperson)