

ENERGY MANAGEMENT AND EFFICIENCY PROGRAMME

(JA-L1056 / JA-G1003)

**CONTRACTOR (WORKS) – ENGINEERING, PROCUREMENT, CONSTRUCTION, AND INITIAL
OPERATIONS, AND MAINTENANCE OF ROOFTOP SOLAR PV AND ENERGY EFFICIENT AIR
CONDITIONING SYSTEMS AT THE UNIVERSITY HOSPITAL OF THE WEST INDIES**

VIRTUAL WORKSHOP THURSDAY, SEPTEMBER 15, 2022 -

MINUTES-KEY POINTS

Agenda Items

Welcome

Introductions

Presentation (IDB Consultant)

Q/A

Key Points

- Meeting commenced at 11:33 am
- 33 persons entered the virtual meeting room
- Welcome (by Programme Manager) and introductions off all in attendance
- Power Point Presentation by Marcos Camacho-IDB Consultant
- Marcos gave a clarification re the purpose of the presentation, which was-
 - “to potential bidders with some suggestions for submitting offers
 - **The only valid document in the invitation, is the document which is called-Request for Bids and any amendments to the Request for Bids”**
- Power Point Presentation –Key Topics:
 - Request for Bids (RFB) document
 - General Table of Contents
 - The Offer
 - How to present an offer
 - Evaluation of Bids and Award of Contract
 - The Contract
- Request for Bids (RFB) document
General Table of Contents
 - SECTION A. INVITATION FOR NATIONAL COMPETITIVE BIDDING
 - SECTION B. GENERAL INSTRUCTIONS
 - SECTION C. FORMS FOR CONTRACTOR’S BID
 - SECTION D. The scope of work
 - SECTION E. Contract forms
 - IDB Eligibility Countries
 - EU Eligible Countries (with 12 appendices)
- SECTION H. Annexes
 - Annex I. Emergency Preparedness and Response Management Plan (Contingencies)
 - Annex II. Hazardous Solid Waste Management Plan
 - Annex III. Natural Disaster Management Plan
 - Annex IV. Occupational Health and Safety
 - Annex V. Gender Equality Plan
- SECTION I. SCOPE OF WORK AND TECHNICAL SPECIFICATIONS FOR ROOFTOP SOLAR PV INSTALLATIONS AND ENERGY EFFICIENT AIR CONDITIONING SYSTEMS
 - Annex 1 – Mutual Confidentiality Agreement
 - Annex 2 – RFB Notice of Site Visit Acknowledgement Form
 - Annex 3 - SCHEDULE OF PRICING

- Annex 4 – Proposal Checklist
 - Appendix A – Milestone Payment Schedule
 - Appendix B – Evaluation Criteria Rooftop Solar PV Phase and Energy Efficient Air Conditioning Systems.
 - Appendix C – Listing of Existing Non-Inverter Type Split Air-Conditioned Units
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 - Exhibit A Site Plan University Hospital of the West Indies, showing locations of buildings with the proposed roof-mounted solar PV systems
 - Exhibit A1. Tony Thwaite Wing: Proposed layout for roof-mounted solar PV modules
 - Exhibit A2. Ward 3, 4, 7 and 8: Proposed layouts for roof-mounted solar PV modules
 - Exhibit A3. E.N.T. & Orthopedics Ward, Minor Operating and Surgery Depart., Pharmacy and Casualty and X-Ray Department: Proposed layouts for roof-mounted solar PV modules
 - Exhibit A4. Ward 11, Ward 12 and Labour Ward: Proposed layouts for roof-mounted solar PV modules
 - Exhibit A5. ICU A: Proposed layouts for roof-mounted solar PV modules
 - Exhibit A6. Medical Library: Proposed layouts for roof-mounted solar PV modules
 - Exhibit A7. Specialty Ward: Proposed layouts for roof-mounted solar PV modules
 - Exhibit A8. Operating Theater: Proposed layouts for roof-mounted solar PV modules
- SECTION J. Contract Agreement
- The Offer -
How to present one

- Evaluation Criteria Rooftop Solar PV

- Technical Ability
- Past Performance

Qualification Topic
Technical Ability
1. A preliminary description of the proposed work plan and schedule.
1. Provide copy of current contractor's license issued by The Government of Jamaica.
1. Provide a staffing plan showing ability to execute the project by the contractor.
1. Provide company Health & Safety Plan
Past Performance
1. Provide Information regarding any instance, current or during the last five (5) years, in which the Bidder defaulted on a contract with The Government of Jamaica.
2. Provide evidence having successfully installed at least four (4) commercial Solar PV system of at least 50kWp capacity each within the last 2 years.

- Evaluation Criteria Rooftop Solar PV Phase

- Financial Strength
- Key Staff

Financial Strength
1. Contractors should provide proof of having revenue of at least 500,000.00 for each of the past three (2-3) years (2020 excluded), and a net worth of \$500,000, with verifiable evidence including: <ul style="list-style-type: none"> o Audited financial statements o Bank references o Supplier references. o Tax Compliance Certificate
2. Contractor shall provide current and appropriate business insurances, including liability insurance, workers' compensation insurance, and commercial vehicle insurance. Coverage should include: <ul style="list-style-type: none"> • General liability - \$1,000,000 per occurrence, \$2,000,000 aggregate, and • Workers' compensation - \$1,000,000 each accident, each employee, policy limit • Insurance policies should name the Provider and any intermediaries as additional insured(s) and certificate holder(s)
Key Staff
1. Contractor shall provide Qualifications and experience of at least 3 key site management, and technical personnel with: Site -Supervisors, project (solar at least 5 years of experience with Engineer and project management Minimum, and deliveries of EPC contracts in Jamaica.
2. Contract Manager with five years' experience in works of a comparable nature and volume, including no less than three years as Manager.

- Evaluation Criteria Energy Efficient Air Conditioning Systems

- Technical Ability
- Past Performance

Technical Ability
1. A preliminary description of the proposed work plan and schedule.
1. Provide copy of current contractor's license issued by The Government of Jamaica.
1. Provide a staffing plan showing ability to execute the project by the contractor.
1. Provide company Health & Safety Plan
Past Performance
1. Provide Information regarding any instance, current or during the last five (5) years, in which the Bidder defaulted on a contract with The Government of Jamaica.
2. Provide evidence having successfully installed at least 1MBTU energy efficient air conditioning commercial system of within the last 2 years.

- Evaluation Criteria Energy Efficient
 - Air Conditioning Systems
 - Key Staff
 - Minimum Technical Requirement

Key Staff
1. Contractor shall provide Qualifications and experience of a key site supervisor, and technical personnel with: Site - Supervisors, project (at least 5 years of experience with Engineer and project management Minimum, and deliveries of EPC contracts.
Minimum Technical Requirement
1. Energy Efficiency Performance Standards compliant (EER) meet minimum standard (Required) 2018 IECC Section C403.3.1 EER \geq 12.
1. Equipment Voltage and Frequency compatible with facility's existing power supply.

- Evaluation of Bids -Determination of Responsiveness (Section B 14.1 and 14.2)
- Evaluation of Bids Evaluation and Comparison of Bids (Section B 15.2)
- Evaluation of Bids Evaluation criteria (Section B)
- Award of Contract Award Criteria (Section B 16.1)
- Award of Contract Contracting Agency's Right to Accept any Bid and to Reject any or all Bids (Section B 17.1)
- Award of Contract Notification of Award and Signing of Agreement (Section B 18.1 and 18.2)
- The Contract Actions of the successful bidder (Section E Letter of Acceptance)
- The Contract The Contract Agreement (Section J)

A prospective Bidder requiring any clarification may write at the following e-mail address: procurement@mset.gov.jm

Appropriate response will be given to all requests for clarification received earlier than 7 days prior to the deadline for submission of offers.

Deadline submission:
2:00 p. m. on October 4, 2022

Q/A

- Q Can we get a copy of the this powerpoint after the meeting?
- **A We will be able to provide the minutes, but not the actual Power Point.**
- Q Can USA Companies or Firms participate in this bidding process?
- **A Yes, they can participate.**
- Q I had sent some questions to that email but had not received a response yet. Do you know when they would be provided?
- **A. A response was provided. Will also respond on the clarifications website**
- Q Please advise when there will be a site visit
- Q How will site visits be coordinated prior to RFB submittal?
- Q Is Site visit mandatory to present the bid?
- Q What is the process for the site visit?
- Q We are asking when we can get a site visit to the location
- **A. Because of the method of advertisement, and the fact that we did international advertising as a part of this, the site visit cannot be mandatory and therefore, if persons require a site visit, they can ask for same.**

Persons may request a site visit via the email which is available in the bid notice/advertisements and request for bid. The PEU will make themselves available and make the necessary arrangements with the hospital to accommodate a site visit. Depending on the numbers who express and interest, this may have to be accommodated in batches.

- Q According to Annex 4 - Proposal Checklist: requirement before proposal - Receipt confirmation - is an email sufficient or is there a form to be used?
- **A. Clarification will be posted**
- Q Mutual confidentiality agreement is to be submitted at the time of the proposal - is this just to be signed by the bidder at this point?
- **A Clarification will be posted**
- Q What is the submission email address or folder link?
- **A. The bid responses should be submitted via the email address in the bid notice/advertisement and bidding document**
- Q Proposal checklist item 8 states Appendix D - What is required to be

submitted as Appendix D? The documents I am seeing for Appendix D lists JPS guidelines and another Appendix D is Least developed countries - Is there another appendix D to be included as per the proposal checklist?

- **A Clarification will be posted**
- Q Where/how are amendments being distributed to bidders?
- **A Clarifications will be posted on the MSET, IDB and the UN Development Business websites**
- Q The proposal checklist also indicates at item #9 - Roof Structure Assessment Report to be included - Exhibit E - I did not find an Exhibit E - Is it that the bidder must provide a roof assessment report?
- **A Clarification will be posted**