

Minutes of Pre-Submission Meeting
for the
submission of an EoI (Prequalification)
for Consultancy Services for Feasibility & ESIA Study
Final Design (optional)
Construction Supervision (optional)
Water Harvesting Infrastructures
Sudan

Project: South Darfur Livelihoods and Agricultural Infrastructure Development (LAID) Project (BMZ-N°: 2017 68 522)

Date: July, 27th, 2021; 09.00 - 11.00 Local time Sudan

Venue: Virtual *Microsoft Teams* Meeting

Participants:

- | | |
|-----------------------|---|
| ▪ Mr. M. Mikre Fekadu | Chief of Party / World Vision Sudan |
| ▪ Mr. Ibrahim Bakhit | Supply Chain Manager / World Vision Sudan |
| ▪ Mrs. Nikola Walz | Project Finance Manager / World Vision Sudan |
| ▪ Mr. Malte Nordmann | Senior Project Manager / World Vision Germany |
| ▪ Mr. Richard Ellert | Tender Agent |

Participating Bidder

- | | |
|------------------------------|--|
| ▪ Mr. Mehmet Harun | Askeroğlu BARSU |
| ▪ Mr. Ahmet | Müjdat Başer BARSU |
| ▪ Mr. Azeddine Kamal | Hydroplan GmbH |
| ▪ Ms. H.M. Harrington | Landell Mills |
| ▪ Mr. Pete Harrison | Landell Mills |
| ▪ Mr. David Heer | Fichtner Water & Transportation GmbH |
| ▪ Mr. Mohannad Elsanousi | Newtech Consulting Group |
| ▪ Mr. Gafar Ahmed Ali | Newtech Consulting Group |
| ▪ Mr. Over Diaz | DMT |
| ▪ Mr. Nazar Alnoor Saad | Geoinformatics Engineering |
| ▪ Dr. Abdelrahman Eltahir | Geoinformatics Engineering |
| ▪ Mr. Nasir-ul-Mulk | AGES |
| ▪ Mr. Yousief Ismail Bashier | Tal & alkhatim consortium office |
| ▪ Mr. Joscha Moritz | SRP Schneider & partner Ingenieur Consult GmbH |
| ▪ Mr. Matthias Fritz | CES |
| ▪ Mr. Mohamed Hassan | Rainfoundation / Aidenvironment Consulting / Ricos |

I. Answers of Clarification Requests of Bidders

Add 1.

As the Employer for this project is World Vision, an international NGO – can we assume that the project will be tax exempted?

The Project is not tax exempted. The clarification of any tax related issues is the sole responsibility of the bidder (as any questions related to a potential registration of a foreign company in Sudan).

Add 2.

The PQ document mentions that the investment costs are 2.4 Mio. EUR while the procurement notice indicates a 10 Mio EUR contribution from KfW to implement this project. Is the figure for the investment cost correct?

The investment cost is amounting to 2.4 Mio. EUR.

Add 3.

Can we assume that drone surveys instead of time-consuming terrestrial surveys will be possible?

This would have to be approved by the *Humanitarian Aid Commission* (HAC). However, according to information of WV, it is very difficult to get the required approval due to security concerns of the Government of Sudan.

Add 4.

Which will be the payment currency of the project?

The currency will be USD.

Add 5.

On Form 6, Table 6.1, are we right to assume that the number of experts described needs to match the quantity in SP2.1? So, for example, the details of 4 Site Engineers would be required who would score a maximum of 0.5 points each?

Yes, this is correct and confirmed.

II. Questions of participants raised during the meeting

Add 6.

Is the ESIA a stand-alone work or part of the feasibility study?

The ESIA shall be part of the feasibility study implementation phase and shall be start / being conducted at the same (in parallel) to the implementation of the feasibility study.

Add 7.

Is a declaration of undertaking enough for a joint venture or must it be a declaration of association?

A declaration of association is required (as prequalification document clause 1.4 *General Provisions*). It is allowed to form an association between several bidders (e.g., a consortium, with a lead Consultant to be nominated) and/or with the participation of a Sub-Consultant(s). However, in any case all members of an association shall be listed in the declaration of association (for the respective template to be used, please refer to *Section III. – Application Forms (Form 3)*).

Please note: International Consulting Firms are encouraged to partner with a Sudanese Consulting Firm.

Add 8.

Which price / sum is used for the combined evaluation of technical and financial proposal during the bidding period?

The total sum – bid prices for feasibility study (main service) and the optional services shall be used for evaluation of the financial proposals (RfP stage) The weighing for the combined evaluation will be 80 % (technical proposal) – 20 % (financial proposal).

Add 9.

Must the staff of the Consultant be in Sudan during rendering of services?

This depends on the approach selected by the Consultant. The presence of the Consultant's team for the implementation of the field phase of the feasibility study and of the construction supervision phase (time-based service) is indispensable. However, for deliverable based services (elaboration of documents as final design report, tender documents, tender evaluation report) the physical presence in Sudan is not mandatory (respective payments will be due to the timely submission and quality of the deliverables).

Add 10.

When is the tendering the construction services planned and when would the project start?

The tendering entity will be World Vision Sudan (WVS). The services are planned to start after the approval of the tender documents, but it is highly probable that construction activities can only start after the rainy season. The consulting services are intended start as soon as possible, meaning the end of the month of November / beginning of December 2021 in envisaged for the commencement of services.

Add 11.

Which assistance can WV provide concerning the Visa process?

WVS will provide assistance in the visa application process (in particular an invitation letter can be issued), if the Consultant should not have a presence or local partner company in the country. Nonetheless the entire visa application process will still be the responsibility of the Consultant.

Add 12.

Who is the representative of the Client?

WVS (as Client) has offices in Khartoum and in the project area in South Darfur. The interface with the Consultant will be the Chief of Party (Project Team Leader of WVS) who is based in South Darfur.

Add 13.

How is the security situation in the project region?

The situation in the project region is similar, but not fully comparable with the security risks projects face in other fragile contexts (as Somalia, Iraq etc). The potential preidentified construction sites for the water harvesting infrastructures to be built are not situated in a high-risk area, however due to a very dynamic security situation changes can occur on a daily basis. WVS can assist in providing information (as daily security situation updates) and will assist wherever possible. As the Consultant has to closely cooperate with WVS and also HAC (e.g., travel permits have to be approved by HAC) WVS will assist in providing supporting letters to facilitate travel permits to South Darfur and the field locations.

Add 14.

Will the 3 services, study, detailed design, tender documents, tendering and construction supervision be awarded to one Consultant?

It is intended to award all services to only one Consultant. However, the award of the optional consulting services is subject to the prior approval of WV. This approval would be issued after conclusion of, and based on the results of the feasibility and ESIA study.

Add 15.

What is meant with region for the evaluation of project specific staff under clause 4.2.1 / 2.1 in the data sheet?

The term “region” complies with the definition made under 4.2.1 / 1.2.1 (*Sub-Saharan Africa region*).

Add 16.

Are the terms and conditions mentioned in the e-procurement system representing the contract conditions?

No, these terms and conditions refer to the use of the e-procurement system of WV, which is used as procurement platform for this tender process.

Add 17.

Will each criterion listed under 4.2.1 / 1.1 for the evaluation of project references require a specific project only for this criterion?

No, points will be awarded if the specific criterion is presented in a project reference; Criteria No. 1-5 can be presented in one single reference (thus such a project reference, would receive 16 points). Please refer also clause 4.2.4 (b) of the *Special Provisions*.

III. Additional information provided by World Vision

1. Visa application:

Consultants should acknowledge and be aware that the visa application process, which will be processed by the authorities in Sudan for international staff, can take up to several weeks until the visa is issued.

2. Project budget related information:

The maximum available budget amounts up to 490,000 EUR for the overall consulting services, with an estimation of up to 220,000 Euro for provision of the feasibility and ESIA study, elaboration of the detailed design and tendering for Works. For the construction supervision phase an amount of up to 270,000 EUR are allocated. However, this is a preliminary rough estimation only.

3. Person authorised to upload the document:

The bidder shall provide to WV the contact data of only one person representing the bidder during the overall tender process. In case that bidders form an association (e.g., consortium), only one person representing the association shall be authorised to upload the prequalification document. Please inform the tender agent accordingly (provide name and email address of this person and contact data of company).

4. Registration of company:

It shall be reiterated that every bidder has to provide a certificate or registration (including registration number) of the company as part of the prequalification document.

5. Limitation on file size for uploads:

Files amounting in a size of up to 250 MB can be uploaded, with maximum number of 20 files. However, it is appreciated if the prequalification document only consists of one single file to be uploaded.

6. Instructions for E-procurement:

An instruction for the use of the e-procurement system is attached to this document (Annex 1); in case of any questions arising in terms of upload of documents and/or other questions referring to the use of the system the bidder can contact the following email address: ibrahim_Bakhit@wvi.org (C.c. ellert@ellertnet.de). Bidders are highly encouraged to familiarise themselves in a timely manner prior to the submission deadline.

ANNEX 1

ProVision – E-Procurement System

At World Vision (WV) electronic bidding is the process of using the ProVision interface to conduct a *Sourcing Event* entirely electronically. This method allows World Vision (WV) to invite applicants and bidders (hereinafter called Supplier) to the event by entering their email addresses. Then the Supplier respond through a web form (no hard copy). WV Sudan has been using ProVision system since October 2018 for e-procurement, utilizing the functions fully i.e. procure, receive, and payment of goods and services. ProVision incorporates technology from SUN6 and Oracle, and TIBCO.

Supplier Response Process

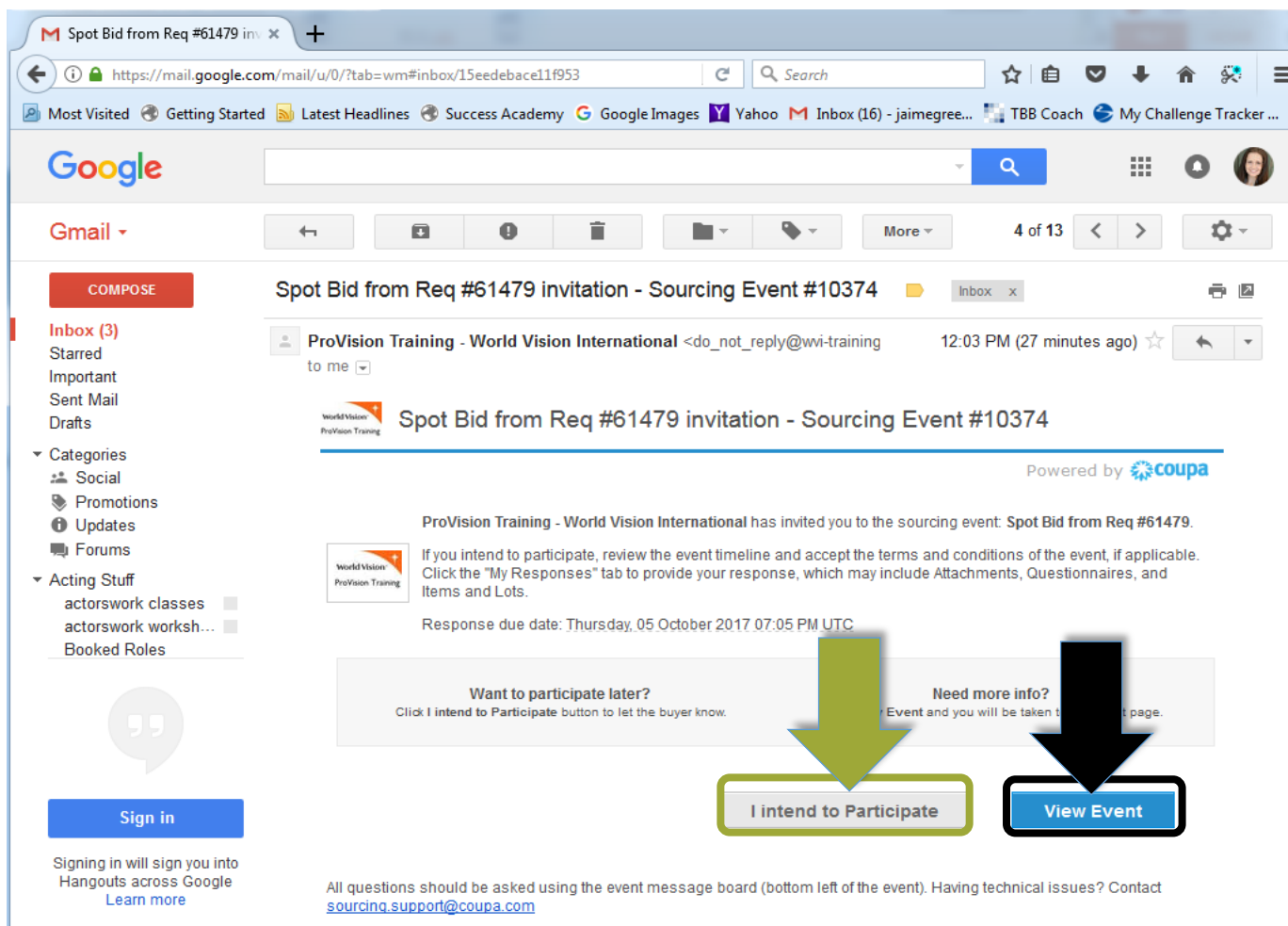
1. SUPPLIER STEP 1 - Open Invitation to Bid email sent by ProVision

NOTE: Supplier does not need to be registered on ProVision. They just need the email, email link, and internet access.

2. SUPPLIER STEP 2 - Access Invitation to Bid in ProVision

In email: Access **Invitation to Bid** by clicking one of two buttons:


- “I intend to Participate” button, OR “View Event” button.



Spot Bid from Req #61479 invitation - Sourcing Event #10374

ProVision Training - World Vision International <do_not_reply@wi-training> 12:03 PM (27 minutes ago)

Spot Bid from Req #61479 invitation - Sourcing Event #10374

Powered by 

ProVision Training - World Vision International has invited you to the sourcing event: **Spot Bid from Req #61479**.

If you intend to participate, review the event timeline and accept the terms and conditions of the event, if applicable. Click the "My Responses" tab to provide your response, which may include Attachments, Questionnaires, and Items and Lots.

Response due date: Thursday, 05 October 2017 07:05 PM UTC

Want to participate later?
Click I intend to Participate button to let the buyer know.

Need more info?
Click View Event button to get more information about the event and you will be taken to the event page.

I intend to Participate **View Event**

All questions should be asked using the event message board (bottom left of the event). Having technical issues? Contact sourcing.support@coupa.com

NOTE: Either button will take you to **Invitation to Bid** within ProVision. However, the “I intend to Participate” button will auto-check the flag to confirm supplier participation.

After clicking the link, this is what you as the supplier will see in ProVision – the *Spot Bid* page WV

(WV staff who request the are called *Buyer* in ProVision) prepared for the *Sourcing Event*.

Let’s review what you as the supplier sees on the **Invitation to Bid** in ProVision:

- **Message to Supplier** – The first thing you see is the Message to Supplier that WV entered (see screenshot below).
- **Supplier Attachments** - In Supplier Attachments section: You can see additional information (ex. text, URL, and/ or file) attached to the **Invitation to Bid** when WV created the sourcing event in ProVision.
- **Event Timeline** - You immediately see in the top right of Spot Bid page the days / hours remaining to submit your bid to WV.



Event Info



ProVision Training - World Vision International has invited you to the sourcing event: Spot Bid from Req #61479. If you intend to participate, review the event timeline and accept the terms and conditions of the event, if applicable. Click the "My Responses" tab to provide your response, which may include Attachments, Questionnaires, and Items and Lots.

Event Information & Bidding Rules

Event will end at the Event End Time.

Your responses are viewable by buyer once submitted

Intend to Respond

Check this box to let the buyer know you intend to respond

Buyer Attachments

Terms and Conditions

There is no Terms and Conditions for current event.

Timeline

Event Start: Oct 5 07:34 PM UTC (0h : 25min)

Event End: Oct 5 08:00 PM UTC

Event Team

Buyer WVI

Enter Response

As a supplier, this is how you respond to the **Invitation to Bid** within ProVision:

3. SUPPLIER STEP 3 - Indicate intent to respond to Invitation to Bid

- Under *Intend to Respond* section: Mark **Intend to Respond** checkbox.

Event Ends 10/05/17 09:00 PM **34:54**
mins secs

Event info

Buyer WVI made the following changes to this event

ProVision Training - World Vision International made the following changes to the sourcing event: Spot Bid from Req #81478.

Event timeline
Updated 'End time' from '10/05/17 08:00 PM' to '10/05/17 09:00 PM'

Terms and Conditions

Event Information & Bidding Rules
Event will end at the Event End Time.
Your responses are viewable by buyer once submitted

Intend to Respond
 Check this box to let the buyer know you intend to respond

Buyer Attachments

Terms and Conditions
You have to first accept Terms and Conditions to participate this event.
 I Accept [WV_Recommendations.docx](#)
 I Accept Must comply with World Vision International Policy & Procedures

Timeline
Event Start: Oct 5 07:34 PM UTC (1h : 25min)
Event End: Oct 5 09:00 PM UTC

Event Team
Buyer WVI

Enter Response

To change the Language
English

4. SUPPLIER STEP 4 - Indicate acceptance of Terms & Conditions of bid process

- Under Terms & Conditions section: Mark **I Accept** section checkbox.

5. SUPPLIER STEP 5 - Access My Response page to respond to Invitation to Bid

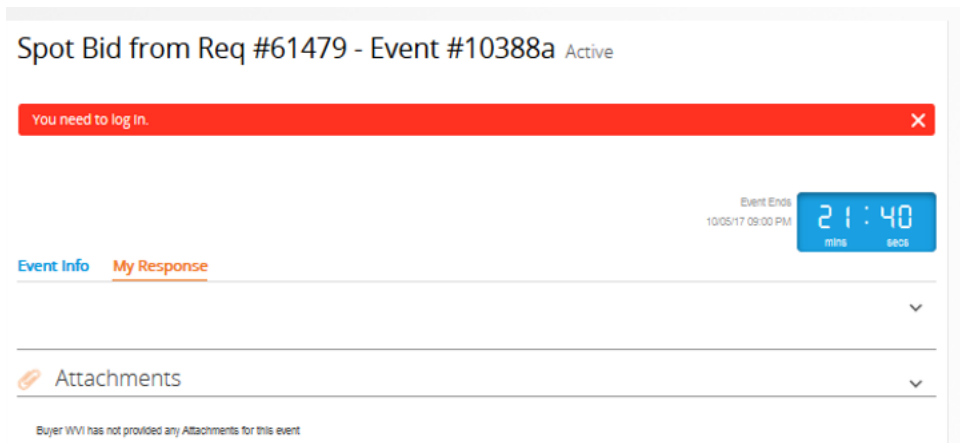
- To respond to bid documents: Click Enter Responses link at the bottom of page. The **My Response** page will appear.

IMPORTANT NOTE: The supplier will NOT be able to respond to the bid unless they check both:

- I Intend to Respond** button AND
- I Accept** (Terms & Conditions) button.

The **My Response** page has several sections (see screenshot below) that you as a supplier must fully complete:

- **My Response section** – where you provide your name for your bid (ex. [Your Company] [Bid #] – Initial Response).
- **Attachments section** – where you will find and respond to the bid documents attached by WV.



- **Items & Lots section** – where you will provide bid detail on items / services requested by WV.

Name	Expected Qty	My Price	Price x Expected Qty
Lot: T-shirts for Education Project	1 Lots x	225.00 USD	225.00 USD
T-shirt for women cotton large	25 per Lot (Each / Unidad)	1.50	37.50 USD
T-shirt for men cotton small	25 per Lot (Each / Unidad)	1.50	37.50 USD
T-shirt for women cotton small	25 per Lot (Each / Unidad)	1.50	37.50 USD
T-shirt for men cotton medium	25 per Lot (Each / Unidad)	1.50	37.50 USD
T-shirt for men cotton large	25 per Lot (Each / Unidad)	1.50	37.50 USD
T-shirt for women cotton medium	25 per Lot (Each / Unidad)	1.50	37.50 USD
Items Not in Lots (%{number_of_lines} items)			
Total			225.00 USD

Let's see how to complete each of these sections in the following.

First, on the **My Response** page, you give a title to your bid and then respond to the bid documents.

6. SUPPLIER STEP 6 - Access and complete bid documents

- On My Response page:

- In Attachments section: If an attachment has been set up as part of the sourcing event and a response has been mandated:

Download file:

1. Click file title link.
2. Click download. The file will be downloaded to your computer.

Update file (offline).

Submit response here.

1. Click Choose file button. Your **computer files** will appear.
2. Select file to upload from computer.
3. Click Open button. Your file will be uploaded and attached to your bid.

REPEAT for all required bid documents attached.

NOTE: Not all sourcing events will have **mandated** attachments.

7. SUPPLIER STEP 7 - Enter bid detail

On My Response page:

- Scroll down to **Items and Lots** section.
- Mark checkbox next to item on which you wish to bid. The **Item Description pop-up box** will appear.

Spot Bid from Req #61479 - Event #10388a Active

Event Ends 10/05/17 09:00 PM 16:01 mins secs

Event Info My Response

Items and Lots	Expected Qty	My Price	Price x Expected Qty
T-shirts for Education Project	1 Lots	225.00 USD	225.00 USD
<input type="checkbox"/> T-shirt for women cotton large	25 per Lot (Each / Unit)	1.50	37.50 USD
<input type="checkbox"/> T-shirt for men cotton small	25 per Lot (Each / Unit)	1.50	37.50 USD
<input type="checkbox"/> T-shirt for women cotton small	25 per Lot (Each / Unit)	1.50	37.50 USD
<input type="checkbox"/> T-shirt for men cotton medium	25 per Lot (Each / Unit)	1.50	37.50 USD
<input type="checkbox"/> T-shirt for men cotton large	25 per Lot (Each / Unit)	1.50	37.50 USD
<input type="checkbox"/> T-shirt for women cotton medium	25 per Lot (Each / Unit)	1.50	37.50 USD
Total			225.00 USD

Export to Excel Import from Excel Load History Save Submit Response to Buyer

Enter item bid detail.

In Item Description pop-up box:

- Enter your bid detail on the following:

1. **Your Item Name** – Enter name of your specific item.
 2. **Price** – Enter your bid price for item.
 3. **Expected Quantity** – Enter quantity of item you will be able to provide to WV under this bid
 4. **ID Part Number** – Enter part number (if item has a specific part number).
 5. **Description (optional)** – Provide further description of item.
- Under **Attachments section**:
 1. Download, complete, and upload any line-level bid documents you need to complete (ex. Text, URL, file).
 2. Add any **additional documents** you wish to provide to WV to describe item and / or your bid. The file size limit is 250 MB per upload.
 - Click **Save Item button** to save bid detail for that item.

Questionnaires

Event Ends 10/05/17 09:00 PM 13:42 mins secs

Items and Lots

Name	Expected Qty	My Price	Price x Expected Qty
Lot: T-shirts for Education Project	1 Lots	225.00 USD	225.00 USD

Item Requested: T-shirt for women cotton large

Ship To: 203_SUNB Ship-to Address, 300 Y STREET, NE, Washington, District of Columbia

Item Details

Expected Quantity: 25 Each / Unidad

My Price: 1.50

Line Total: 37.50 USD

Your item Name: Enter your item or service name

Description: Enter your item or service description

ID/Part Number: Enter an ID or part number

Attachments: Click to view

Questionnaire

Cancel Save Item

T-shirt for men cotton small	25	1.50	37.50 USD
T-shirt for women cotton small	25	1.50	37.50 USD
T-shirt for men cotton medium	25	1.50	37.50 USD
T-shirt for men cotton large	25	1.50	37.50 USD
T-shirt for women cotton medium	25	1.50	37.50 USD

Items Not in Lots (%(number_of_lines) name)

Total 225.00 USD

Export to Excel Import from Excel Load History Save Submit Response to Buyer

After you as a supplier have updated all items with you initial bid, you have **two options**:

- **Option #1** – Save your bid to for later submission (i.e., save as draft) – This will allow you to return to complete your bid without losing any of the information you have entered into the **Spot Bid page**.
- **Option #2** – Submit your bid to WV– This will submit and / or update your submitted bid for the sourcing event.

IMPORTANT NOTE: Suppliers can save their data at any time during the process of filling out their bid response. ProVision will save the draft, and suppliers can return to the draft to complete it by using the same **Invitation to Bid** email link again.

Spot Bid from Req #61479 - Event #10388a Active

Event Ends 10/05/17 09:00 PM **10 : 33** mins secs

Event Info My Response

Attachments >

Questionnaires >

Items and Lots >

Name	Expected Qty		My Price	Price x Expected Qty >
Lot: T-Shirts for Education Project	1 Lots	x	225.00 USD	225.00 USD
T-Shirt for women cotton large	25	x	1.50	37.50 USD
T-Shirt for men cotton small	25	x	1.50	37.50 USD
T-Shirt for women cotton small	25	x	1.50	
T-Shirt for men cotton medium	25	x	1.50	
T-Shirt for men cotton large	25	x	1.50	
T-Shirt for women cotton medium	25	x	1.50	

Items Not in Lots (%{number_of_lines} items)

Export to Excel Import from Excel Load History **Save** **Submit Response to Buyer**

In case of technical problems and questions, please contact Ibrahim Bakhit, Supply Chain Manager (World Vision Sudan): ibrahim_bakhit@wvi.org ; cc: Sudan Procurement LAID: procurement_laid@wvi.org