

Minutes of Pre-Bid Meeting

Date, Time: **7 February 2020, 15:00-17:00 hrs**

Venue: **The big conference room, Turhenievskya 26, Kyiv**

Reference: **ITB/SMM/09/2020** - Provision of services of site works and design, production and maintenance of support structures (protection, mounting and power supply) for installation of video-monitoring system equipment for the OSCE Special Monitoring Mission to Ukraine (SMM)

Objective of the meeting was to provide clarifications to and answer questions of potential bidders on organizational, financial and technical aspects of the subject Invitation to Bid (ITB).

All participants of the meeting confirmed attendance in the meeting by signing the meeting attendance record.

The present representatives of companies were reminded of the following terms of the ITB:

- Bids must be submitted not later than the bid submission deadline in one original and one copy. Each envelope must be labelled in accordance with the requirements of the ITB;
- Outer envelopes of technical and financial offers must be labelled as per ITB. Technical and financial offers must be submitted in separate envelopes. Bids not complying to this requirement may be disqualified.;
- All prices to be quoted in EUR, without VAT. All payments under the contract will be done in UAH at the exchange rate of the NBU at the date of order placement;
- Bid validity – 120 calendar days from the date of bid submission deadline;
- The contract will be concluded for one year with possibility of extension for further two years.

Further, the meeting participants were provided with information on SMM's technical monitoring activities.

The purpose of the camera systems is to enable the SMM to monitor locations on 24/7 basis such as crossing points, de-escalation area and other key locations on both sides of the contact line. At present, there are 23 sites where 29 cameras were installed.

The locations of SMM cameras will be provided as attachment to the minutes of the pre-bid meeting.

The SMM camera infrastructure is based on two types of camera systems: (1) trailer based with retractable mast, generator, batteries and satellite dish for data transmission, (2) static: based on a mast or camera mounting bracket, also including generator, transmitting data via internet or repeater antenna connected to source of internet.

Examples of camera deployment:

Picture 1: Example of static camera with 12-meter mast, installed on the ground, anchored on the ground and connected to source of electricity



Picture 1

Picture 2: Example of static camera installed on buildings, roofs, on sides of buildings.



Picture 2

Picture 3: Example of trailer based camera system; deployed on concrete slabs to ensure hard standing. SMM patrols are not allowed to be on soft ground (grass, not asphalted, etc). For all locations with no asphalt or concrete surface, a hard standing needs to be prepared (gravel, concrete slabs). Fences need to be erected to protect the camera equipment. Concrete blocks are needed to anchor the site. Satellite dish is on the trailer and 15 meter mast.



Picture 3

Picture 4: Example of deployment of trailer-based camera on existing asphalt cover. Concrete blocks and fence are required to limit access to the area. Electricity connection must be established.



Picture 4

Picture 5: Example of trailer-based camera on the roof. The trailer remains on the ground. The satellite dish on the roof. Satellite dish is on the roof or on the trailer depending on the visibility of the satellite.

The above-mentioned is not an exhaustive list of examples of camera deployment.

In addition to above, the SMM may be required to deploy static or trailer based system by a road. In this case, we need to anchor it across the road. Establish anchor points at 5 meters above the road to allow passage of civilian vehicles. Concrete blocks are needed to hold the anchoring point.

Electricity connection points may vary from 50 meters to 2 kilometers. Grid connections need to be serviced regularly. If there is interruption, rapid reaction is required to restore the connection.

Questions and Answers

No	Question	Answers
1	Are cameras included for installation?	The SMM provides the cameras and masts.
2	Which way of cabling is used: underground or aerial?	It could be either depending on the infrastructure available on the ground and suitability of technical solution to requirements of each particular case.
3	How long does it take to obtain demining clearance / approval?	It can take from one day to 1-2 weeks. Demining is not conducted by the Mission, but by respective authorities.

4	Does the SMM escort the Contractor's staff to and from the work site and during performance of works at the site?	Yes.
5	What will be the working hours requirement for the contractor, particularly, in NGCA?	Summer time, 7-8 AM to 6 PM. In winter, the works are to be performed only during daylight time.
6	Will the contractor's staff be part of the SMM evacuation plan?	Yes, the SMM contractor may be included in the Mission Evacuation Plan. Depending on sensitivity of respective area, the SMM will have paramedics and armoured ambulance on the ground. In case of emergency, the SMM will be able offer help accordingly. Restriction to access to OSCE cars does not extend to armoured ambulance in case of emergency involving the contractor's staff.
7	When works are performed in NGCA, what is provided by SMM to Contractor staff in terms of security, accommodation, meals?	The Contractor bears responsibility for security, accommodation and meals of its staff. The SMM can assist with booking of hotels.
8	Will the contractor's staff be part of the SMM insurance plan?	Insurance of contractor's staff is the responsibility of the Contractor.
9	The Terms of Reference, page 1 of 23, states that you will issue contract on 31/03/2020. Is that date correct?	Yes, this is the intention. However, signing of contract will depend on outcome of the bidding process and in particular, completion of evaluation of offers.
10	The Terms of Reference further states a gear-up time of 14 days for the contractor. Does this mean that if, for example, a mast falls on the 15 th day from the date signing of the contract, the contractor needs to respond?	The 14 days refer to the time for completion of work by contractor from the date of order placement under the contract.
11	How much time do you give the contractor to get ready to perform the works from the first call?	The contract will be awarded to technically and financially qualified bidder with technically responsive lowest priced offer. In line with ITB/SMM/09/2020, Annex C - Terms of Reference and Technical Specification, section "Deliverables", the winning company is expected to have capacity to provide services upon request from the OSCE SMM. As per ITB/SMM/09/2020, Annex D – Technical Compliance Form, Table 2 –

		Administrative Requirements, item 4 – Technical Flexibility, the contractor is expected to have the capacity to mobilize necessary human and technical resources in the required geographical area within a week upon receipt of order.
12	Are we allowed the knowledge base? Typical faults, history of calls for locations, is that possible or not?	There will be transition period during which available information will be transferred to the contractor.
13	Do you have an asset list (will the contractor have access to it)?	SMM can provide information to the contractor with regard to the equipment related to place adaptation. Camera equipment is provided by the SMM.
14	The Terms of Reference (on page 2) refers to “connection to the electricity network and preparation of the necessary package of supporting documentation and conclusion of contracts on behalf of the OSCE SMM”. Do you have a procedure for documentation and contract signing for power supply in NGCA?	This is done in accordance with rules and regulations applicable to power supply in the NGCA.
15	Before the new contract becomes effective, the bills for past periods will be settled and the new contractor takes over a zero balance. Is this correct?	Yes.
16	What documents are to be provided to SMM by the contractor for consumed electricity for reimbursement / settlement purposes?	The set of documents will include the invoice and acceptance certificate from the power supplier, meter reading(s), etc. The exact set of documents may vary depending on the location and will be discussed with the contractor during pre-contract meeting.
17	Is my understanding correct that the contractor will be responsible for establishment and maintenance of uninterrupted power supply in the NGCA. And in case of technical issue, the contractor is responsible for repair and resuming of power supply. Is this correct?	Yes. When power supply is interrupted, we see that and notify the contractor. As per the Terms of Reference, the contractor will be expected to take action within 48-72 hours. For further details please see the Terms of Reference, page 22 of 23, item 16.
18	Terms of Reference, item 3 (page 4 of 23) – please provide exact technical specifications for asphaltting for us to be able to calculate the costs.	The question was discussed with technical specialists after the pre-bid meeting. The technical requirements / specifications for asphaltting will be incorporated into the ITB/SMM/09/2020, Annex C - Terms of Reference and Technical Specification . The updated Terms of Reference and Technical

		Specification will be shared with potential bidders shortly.
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