

IOM Vietnam	
TO: Bidders	FROM: Ho Thi Minh Phuong Procurement Assistant
NO. OF PAGES INCLUDING COVER SHEET: 1	DATE: 04 March 2024
SUBJECT: Invitation to Bid ITB 2024-01 Provision of Construction services for IOM Vietnam	

In reference to the Invitation to Bid issued on 18 January 2024 via UNGM and IOM Vietnam website for the Provision of Construction services for IOM Vietnam. This Addendum No.003 is issued to provide bidders with updates from the private pre-bid conferences that were held at IOM Hanoi office on 29 Feb, 2024.

A. On Section 5: Schedule of Requirements

I. Design changes:

1. Exterior and Courtyard:

- a. Floor tile and plant pot: Change to the same material as the existing tiles
- b. Canopy: Material changed to Waterproof Canvas from recycled plastic material. Remove all the lighting and fans. Apply for both canopies on ground floor and the 2nd floor
- a. Apply metal elements on doors and windows on both floors. 7 metal designs will be used

2. Interior:

- a. Toilet layout: Some adjustments on the position of the wall and size of the toilet, reducing the amount of demolition walls and toilet cubicle surface.
- b. Office: Color change to all furniture. The design of the cabinet is changed too.
- c. Conference room: Color of furniture change, change conference table material from marble to wood. The Conference table is extendable.
- d. Phone booth: Material change for the bench.
- e. Door along the corridor on the 2nd floor: Material change to aluminum frame with glass, instead of solid timber.
- f. IOM entrance door change position of the door toward inside by 3 m.
- g. Add a metal door in front at 1B Pham Ngoc Thach for security.

3. Technique:

- a. Water supply and discharge to the toilet are adjusted according to the new layout.
- b. Lighting: Remove lighting for canopy
- c. Sound system: Only for reception and waiting area, not for other rooms.
- d. Security access point: 3, each for a stairs access point. Adding security control for 3 rooms: Finance, IT and data entry

The updated drawing with above changes will be sent to bidders by Monday 4 Mar 2024.

II. Reminders to bidders on technical requirements:

- 1. High level standard of similar projects in the past to be shared to IOM
- 2. Onsite supervisor from constructor can speak English to communicate with IOM/Architect
- 3. Construction plan to avoid impact to IOM operations. Can construction be arranged after working hours?
- 4. Contractor will make shop drawing for IOM/Architect's approval
- 5. Bidding negotiation: There is no negotiation after bidding. The bid submission price will be the final one. Bidders are expected to provide the best price during bid submission. Revising price after bid submission is not allowed.

III. Project timeline and phasing:

- 4 phases with strict timing requirement for Phase 3. The whole project is required to be completed in 4 months and phase 3 in 2 weeks.
- Bid submission on 11 Mar 2024. Target to get bid awarding announcement by end of Mar 2024.
- The maximum timeline is 4 months, but if it can be completed in less than 4 months, it would be appreciated.
- 11 Mar 2024 is deadline to submit both bid documents and material sample to IOM Hanoi.

B. Q&A:

1. Timeline:

Q: What is the construction plan timeline? If the contractor can finish earlier, that would be appreciated?

A: The construction time is 4 months. The shorter the better for actual construction but need to ensure of the quality

Q: What is the start date of the project implementation?

A: Expect to be from 15 Apr to 1 May 2024. Still need to go through procedure to confirm the start date.

Q: What is the estimated time for announcement of awarding bidder?

A: Before end of Mar 2024.

2. Bid & material sample submission:

Q: Will IOM issue revised BoQ and does it require bidders to provide quotation based on new BoQ?

A: Yes, IOM will provide highlight of the BoQ changes and bidder will update quotation based on it for submission

Q: Where to submit sample material?

A: Submit to IOM Hanoi office as same with bidding documents.

Q: Does bidder need to submit anything to UNGM:

A: No, bidding documents are submitted to IOM Hanoi office only and email to IOM tender group as specified in the ITB.

3. Specifications

Q: Aircon importation would take time, can bidders propose different brand?

A: Yes but for bidding, bidders are requested to stay with BoQ specification. Bidders can make a remark with suggested brand and cost.

Q: What type of security door will be used on 2nd floor to access the corridor from the stairs?

A: Swing door and not slide door.

Q: What type of door to be used for entrance to IOM area (after the restaurant)?

A: Auto sliding door at IOM rental area

Q: Sequence if items in form H does not correspond to BoQ order. Propose to change to BoQ order.

A: As Form H includes 3 items only, please keep it as it

Q: Icon on finishing floor plan does not match the note in same page

A: It is a typo. FV1 should be FS1

Q: Can IOM consider relocating AC unit on the terrace from area in middle office to right wing end.

A: Technically ok but need to get approval from landlord. For now, please stick to the BoQ requirements and make remark on cost impact if the AC re-location is accepted.

Q: Can bidder propose alternative materials to save cost and time?

A: Please follow BoQ and remark with alternative. Deviation should not be too much that could

impact timeline of the project.

Q: Size of tile. Specification in BoQ mentioned big size of tile (1.2 X 1.2 m). It is not available in the market. Propose to use small the tile.

A: Can be considered. Please note the spec for terrazzo tiles 1.2 x 1.2m will be changed to 400x400mm (same as existing tiles).

Q: Propose to use Laminated finishing for the top/surface of furniture while MFC alternative can be used for other parts to help to bring cost down.

A: Bidders can put a note with this option in bidding document.

Q: Though constructor will implement all methods to reduce dust, some level of dust is still expected during the construction.

A: Can bidders consider to schedule works that create more dust over weekend? Method to control dust and noise during construction is requested.

4. Bank guarantee

Q: Need IOM legal document to work with bank for bank guarantee.

A: IOM will provide an introduction letter to bidder for the bank guarantee

Q: Due to bidding submission date change, is it required to extend timeline of the tender security that already been arranged with bank?

A: Yes, updated bank guarantee to meet with ITB requirements is needed.

Q: Advance payment: Propose to be 30% instead of 20%

A: No, please stay with ITB percentage

Q: Value of bank guarantee for guarantee of work: 10% is too high. Proposed to be 5%

A: No, please stay with ITB percentage

Q: Bank guarantee: Can bidder use other bank guarantee templates as bank does not accept IOM template

A: Please stick with IOM template for now. If the bank requests revised wording, pls get back to IOM and IOM VN will check with legal if any flexibility can be provided. This would take time, so preference is to work with the bank to use IOM template.

Prepared by: _____

Ho Thi Minh Phuong
Procurement Assistant
Date:

Approved by: _____

Blanco Neuenschwander Federico
Procurement Authority
Date:

NOTICE OF CONFIDENTIALITY

This facsimile transmission contains United Nations proprietary information that is strictly confidential and/or legally privileged, and it is intended strictly for the use by the Officials of the United Nations and/or the named recipient hereof. ANY UNAUTHORIZED DISCLOSURE, COPYING, DISTRIBUTION OR OTHER USE OF THE INFORMATION HEREIN IS STRICTLY PROHIBITED. If you have erroneously received this facsimile transmission, please notify the United Nations immediately. Thank you.