



COMMONWEALTH OF DOMINICA
MINISTRY OF PUBLIC WORKS, PUBLIC UTILITIES AND DIGITAL ECONOMY
CARIBBEAN DIGITAL TRANSFORMATION PROJECT – DOMINICA

Minutes of Pre-Bid Meeting
Supply and Installation of a Health Management and Information System in
Dominica

BID REF NO.: DM-MPWDE-377161-GO-RFB

Date: September 01, 2023 **Time:** 10:00 a.m.

PRESENT

(according to the Zoom Attendants List)

Bidder's Representatives

Name of Bidder's Representative	Company Represented
Kolade Nurse	Ernst and Young Services Limited, Trinidad & Tobago
Ritviz Agrawal	Ernst and Young Services Limited, India
Sandeep Jha	Ernst and Young Services Limited, India
Ashley Brook	TPP, United Kingdom
Abhijeet Singh	Arceus, India
Mr. Peter Ricketts	Open Solutions for Health, Dominica
Hal Mohammed	RioMed Limited, India
Jithesh Prasad	SRIT, India

Client's Representatives

Name	Designation & Company
Jermaine Jewel Jean-Pierre	Project Manager, Caribbean Digital Transformation Project (CARDTP), Dominica.
Tamika Lafond	Procurement and Contract Management Assistant – Central Services Unit (representing the CARDTP-Project Implementing Unit (PIU)).
Avijit Dhar	CARDTP PIU Implementation Support Consultant

1.0 INTRODUCTION AND EXPLANATION OF THE PROCEEDINGS:

The Pre-Bid Meeting for the Supply and Installation of a Health Management and Information System (HM&IS) commenced at 10:00 a.m. (Eastern Caribbean Time) via Zoom platform, with the following credentials:

ZOOM Meeting Details

Meeting Link: <https://us02web.zoom.us/j/81067929035?pwd=MytzVTk5eURYYPmmdlppqW9Oc1pKQT09>

Meeting ID: 810 6792 9035

Passcode: 00875

Dr. Jermaine Jewel Jean-Pierre, Project Manager for the Caribbean Digital Transformation Project (CARDTP) welcomed everyone to the Pre-Bid Meeting. She told the meeting that the HM&IS is an activity under the CARDTP and that bidders would have received the documents as it pertained to the bid. Dr. Jean-Pierre expressed her satisfaction with the fact that persons had shown interest in the bid by taking the opportunity to join in on the Pre-Bid Meeting. She then invited everyone to introduce themselves, by stating their name and identifying the company they were representing. Persons were also informed that the meeting was being recorded.

Following the introductions, Dr. Jean-Pierre welcomed Ms. Tamika Lafond to present on the procurement aspects and expectations for the HM&IS procurement activity and what bidders needed to pay attention to in the preparation of their bid response.

2.0 PRESENTATION ON BID PREPARATION AND SUBMISSION:

Ms. Lafond presented on the procurement requirements for the solicitation. She reminded the bidders that any questions and clarifications required after the Pre-Bid Meeting must be submitted in the writing and the instructions for doing so was indicated in the Bid Data Sheet. The Bidders were also informed that the floor would be opened to asked questions following the presentation. The following key dates were given:

- Deadline for submission of clarifications – September 8, 2023;
- Bid submission deadline – 10:00 a.m. on September 29, 2023;
- Bid Opening – 11:00 a.m. on September 29, 2023.

The presentation is attached as Annex I.

3.0 TECHNICAL AND PROCUREMENT QUESTION AND ANSWER SEGMENT

Questions Raised by Bidder's	Responses Given
<p>Q1. In terms of the technical requirements documentation, since there is quite a comprehensive list of functional and non-functional requirements, is the intention to do a line-by-line response for every particular item or a more categorized (section by section) commentary in the response would suffice?</p>	<p>R1. A line-by-line response is expected for each of the points in the technical specifications.</p>
<p>Q2. As a follow-up to point 1 above, is there an expectation for a narrative to each of the lines in the technical requirements list or if the firm conforms to the specifications, can the firm just state that it is in conformance with the specifications?</p>	<p>R2. Essentially, the Client would like to evaluate the proposition or the solution that the bidder is offering, so it would be good to respond with solutions approach for each of the technical requirement's points.</p>
<p>Q3. The Request for Proposal indicates that the supplier needs to have insurance. Since our company has a group insurance which already covers the team, would there still be a need to purchase a separate insurance for the persons who would be going on site?</p>	<p>R3. Please send a request for clarification in writing and a response will be provided.</p>
<p>Q4. Regarding the scope of data digitization, we understand that there are about 5,000 files which are needed to be digitized. Are there 5,000 files or is it 5,000 pages since each file can run into multiple pages for a patient?</p>	<p>R4. There are 5,000 files. The actual quantum can be more than 5,000 pages also. The supplier is expected to scan those files and then divert the files into UHID as part of the scope of the project.</p>
<p>Q5. As a follow-up to question 4 above, is there an estimate on the number of pages related to the 5,000 files since the number of pages per file would have a significant impact on time and effort?</p>	<p>R5. Please send a request for clarification in writing and a response will be provided.</p>
<p>Q6. Typically, cloud-based systems require costing services and that can be done by private providers in country or by government data centres. Usually, this is provided for by two data centres; one for the live and the other for a disaster recovery site. Is it the expectation that the Ministry of Health or a Government department would have those data centres available or is the expectation that the bidder should provide a bid with cost for a private provider in country?</p>	<p>R6. The Ministry would be responsible for the infrastructure including the data centre. There is an already existing data centre. However, if your solution is in response to a cloud solution, please put the clarification in writing and the Client will provide a response.</p>
<p>Q7. Does the Government have one data centre or two data centres?</p>	<p>R7. Please send a request for clarification in writing and a response will be provided.</p>

Questions Raised by Bidder's	Responses Given
<p>Q8. Based on our experience in Dominica for digitizing documents particularly with government entities, there are certain stipulations around handling these documents because of its sensitivity since we are dealing with patients' records. In terms of the digitization, would this be expected to happen on site at the facilities or would there be an expectation that those documents can be brought to the Consultant's facility for digitization? If it is going to be on site, would the location for setting up for digitization be provided or is it the responsibility of the Consultant to bring their equipment or would that equipment be supplied?</p> <p>In terms of the preparation of the documents for digitization, usually they are done in bundles and the documents are logged before you start the digitization process. Will the Government provide staff to prepare the documents for digitization?</p>	<p>R8. Considering the sensitivity of the documentation, the digitization is expected to be undertaken at the health facility only. There might be a possibility that the documentation can be arranged to be in a centralized location; however, that modality will be responded to if the bidder submits a request for clarification in writing.</p>
<p>Q9. In regards to the need for visas if experts are traveling from multiple countries, and also, if there are experts who would require to work for six months in Dominica. Would the Government of Dominica be facilitating visas for the experts or it is something that the Consultant needs to work on themselves?</p>	<p>R9. Please send a request for clarification in writing and a response will be provided.</p>
<p>Q10. Is there any possibility to interact with the end user; for example, an individual from the hospital in order to understand the landscape of that particular health facility, work flow and current scenario of the facility?</p>	<p>R10. Please send a request for clarification in writing and a response will be provided. The Client would need to review the logistics before a response can be provided.</p>

4.0 PRE-BID MEETING CLOSING:

Dr. Jean-Pierre thanked the bidders for participating in the Pre-Bid Meeting. She reminded everyone to keep in mind the dates as it pertained to the various activities within the procurement procedure and that the PIU would be looking forward to receiving their bids.

The Pre-Bid Meeting ended at 10:30am.

ANNEX I:

PRESENTATION ON THE PROCUREMENT ASPECTS OF THE BID

The presentation is provided for information purposes only. In case of any discrepancies between the Request for Proposal (RFP) and the presentation, the RFP shall prevail.



CARIBBEAN DIGITAL TRANSFORMATION PROJECT - DOMINICA
**PRE-BID MEETING – PROCUREMENT
ASPECTS**

DESIGN, SUPPLY AND INSTALLATION OF A HEALTH MANAGEMENT & INFORMATION SYSTEM

MINISTRY OF PUBLIC WORKS, PUBLIC UTILITIES, AND THE DIGITAL ECONOMY
– PROJECT IMPLEMENTATION UNIT

September 01, 2023

PURPOSE

- **The purpose of this meeting is to provide an overview of the requirements of and to answer any questions bidders may have concerning this procurement.**
- **The Project Implementation Unit is seeking bids from firm interested in designing, supplying and installation of a Health Management & Information System.**

DATES TO REMEMBER

- Any questions or clarifications needed after this Pre-Bid Conference must be submitted through a Request for Clarification (RFC) submission.

To: jeanpierrej@dominica.Gov.Dm

Cc: dtpuprocurement@dominica.Gov.Dm

- Request for clarification deadline: twenty-one (21) days prior to the bid submission deadline.
- Bid submission deadline: September 29, 2023; 10:00 AM
- Public Bid Opening: September 29, 2023; 11:00 AM

APPLICABLE DOCUMENTS

The following bid documents are applicable under this procurement:

- Invitation to bid (procurement notice)
- Instructions to bidders
- Special conditions of contract
- Technical requirements (purchaser's requirements)
- Contract terms and conditions
- Supplier's representative (appendix 1)
- Adjudicator (appendix 2)
- List of approved subcontractor (appendix 3)
- Categories of software (appendix 4)
- Custom material (appendix 5)
- Revised price schedules (appendix 6)
- Technical responsiveness checklist

REQUIRED DOCUMENTS)

The following document must be provided as part of the submission:

- Power of Attorney giving authorization to representative to sign on behalf of the firm - ITB 21.3
- Financial situation – historical financial performance
- Personnel capabilities – key personnel
- Code of Conduct for supplier’s personnel form ITB 11.1
- Technical capabilities
- Manufacturer’s authorization
- Intellectual property forms - software list
- List of custom materials
- Technical responsiveness checklist

REQUIRED DOCUMENTS)

- Sexual exploitation and abuse (SEA) and/or sexual harassment (SH) performance declaration (appendix 2)
- Bid Validity Period – 120 days from the date of submission – ITB19.1
- Bid Security as instructed by ITB20.1
- 1 original and 1 copy plus 1 electronic copy on cd or flash drive – ITB21.1
- Bidders to submit bids through hand delivery, surface mail or courier services.
- Bidders will not have option of submitting bids electronically (via email)
- Failure to provide the required documents shall lead to disqualification

INSTRUCTIONS TO BIDDERS

1. GENERAL.

The following instructions by the Project Implementation Unit(PIU) are intended to **afford bidders an equal opportunity to participate in the PIU's contracts.**

2.EXPLANATIONS AND COMMUNICATIONS.

2.1 Any explanation desired by a bidder regarding the meaning or interpretation of these instructions or any other bid documents **must be requested in writing to the project manager at jeanpierrej@dominica.Gov.Dm; copied to dtpprocurement@dominica.Gov.Dm** with sufficient time allowed for a reply to reach bidders before the submission of their bids.

2.2 Oral explanations or instructions will not be binding. Any information given to a prospective bidder concerning an invitation will be furnished to all prospective bidders as an Addendum to the invitation if such information is necessary to bidders in submitting bids on the invitation or if the lack of such information would be prejudicial to uninformed bidders.

2.3 All communications regarding this solicitation – written or e-mailed should be made directly to the project manager at jeanpierrej@dominica.Gov.Dm; copied to dtpprocurement@dominica.Gov.Dm. Any violation could be grounds for disqualification.

3.SPECIFICATIONS.

3.1. Bidders are expected to examine the specifications, any drawings, standard provisions and all instructions. Failure to do so will be at the bidder's risk. Bids which are submitted on other than authorized forms or with different terms or provisions may not be considered as responsive bids.

INSTRUCTIONS TO BIDDERS

3.2. The apparent silence of the specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of the specifications shall be made on the basis of this statement.

4. ALTERNATE BIDS.

No alternate bids will be accepted

5. INFORMATION REQUIRED.

5.1. Each bidder shall furnish the information required by the bid documents. The bidder shall sign the appropriate and required documents which shall collectively constitute the bidder's offer. Bids signed by an agent are to be accompanied by evidence of his authority.

INSTRUCTIONS TO BIDDERS

6. SUBMISSION OF BIDS.

Bidders shall submit their bids in sealed envelopes via hand delivery, surface mail or courier services and shall send to the address provided below using the following wording on the outer envelope.

INSTRUCTIONS TO BIDDERS

6. SUBMISSION OF BIDS.

- 6.3. **Dr. Jermaine Jewel Jean-Pierre**

Project Manager

Project Implementation Unit

Caribbean Digital Transformation Project (CARDTP)

Ministry of Public Works, Public Utilities and the
Digital Economy

2nd Floor, First Domestic Building,

19-21 King George V Street, Roseau

00109-8000

Commonwealth of Dominica

Bids shall be submitted on September 29, 2023 at 10:00 AM.

Electronic submission is not permitted.

INSTRUCTIONS TO BIDDERS

7.MODIFICATION OR WITHDRAWAL OF BIDS

Bids may be modified or withdrawn by written or email notice received by the PIU prior to the exact hour and date specified for receipt of bids . A bid may also be withdrawn in person by a bidder or an authorized representative prior to the bid deadline; provided the bidder's identity is made known and he or she signs a receipt for the bid.

8.OPENING BIDS

All bids shall be opened by the PIU one (1) hour after the bid deadline. Any bids which were received prior to the deadline but were not opened with the other bids due to inadvertence by the PIU shall be opened at a time designated by the PIU and announced to all bidders present at the bid opening who provided their names, email addresses and phone numbers on the attendance list. **Trade secrets and confidential information** contained in bids shall not be open for public inspection if identified in writing at the time the bid is submitted.

To attend the bid opening via zoom platform, please send an email requesting the link to jeanpierrej@dominica.gov.dm; cc: dtpuprocurement@dominica.gov.dm by 11:00am September 29, 2023.

INSTRUCTIONS TO BIDDERS

9. EVALUATION OF BIDS

Bids shall be evaluated in accordance with the requirements outlined in the bidding documents – ITB 33.1; ITB 35.4; ITB 35.8 and ITB 39.3

10. RESERVATION OF RIGHTS.

The Ministry of Public Works, Public Utilities and the Digital Economy reserves the right to:

- 11.1. Reject or cancel any or all bids;
- 11.2. Extend the bid opening time and date;
- 11.3. Reissue a bid invitation;
- 11.4. Procure any item or services by other means.

INSTRUCTIONS TO BIDDERS

11. BID PROTESTS

In the event that a bidder desires to protest any bidding procedure, the bidder should present such protest, in writing, to the Project Manager – Dr. Jermaine Jewel Jean-Pierre, jean-pierrej@dominica.Gov.Dm cc: dpuprocurement@dominica.Gov.Dm within five (5) business days following the date of notification of intention to award contract. The protest shall state the name and address of the protestor, refer to the project number and description of the solicitation, and contain a statement of the grounds for protest and any supporting documentation.

12. SINGLE BID

In the event a single bid is received, the PIU will, at its option, either conduct a price comparison of the bid and make the award or reject the bid and re-advertise. A price analysis is the process of examining the bid and evaluating a prospective price without evaluating the separate cost elements. Price analysis shall be performed by comparison of the price quotations, with published price lists, or other established or competitive prices. The comparison shall be made to a purchase of similar quantity and involving similar specifications.

COMMON VENDOR ERRORS IN BID SUBMISSIONS

13. REJECTED BIDS

Bids will be rejected on the following grounds:

- Forgetting to sign all the documents requiring signature
- Failure to provide the power of attorney authorizing the bidder's representative
- Not signing the certification forms
- Taking exceptions to the solicitation
- Failure to acknowledge receipt of addendums
- Including promotion/extraneous information which services to alter the solicitation requirements
- Failure to return all required forms
- Late delivery of bid

A vertical blue bar on the left side of the slide, decorated with several translucent blue bubbles of varying sizes. The bubbles have white highlights and soft shadows, giving them a 3D effect.

THANK YOU