



MINISTRY OF LANDS AND NATURAL RESOURCES
VANUATU AFFORDABLE AND RESILIENT SETTLEMENTS (VARS) PROJECT

MINUTES OF PRE-APPLICATION MEETING

Reconstruction of the Ministry of Lands and Natural Resources Headquarters

Procurement reference	VU-MLNR-539669-CW-RFB
Date and time	Monday, 12 October 2026 10:00 am
Venue	MoLNR Conference Room, George Pompidou Area, Port Vila
Chair	Lawrie Carlson, VARS Project Manager
Attendance	VARS PMU representatives and prospective contractors (eight signatories on the attendance sheet)

1. Purpose of the meeting

The VARS Project Management Unit (PMU) briefed prospective contractors on the proposed headquarters reconstruction, the prequalification requirements, application procedures and indicative procurement programme. The meeting also provided an opportunity for questions and market feedback.

2. Overview of the works

The proposed development comprises approximately 2,000 m² of headquarters accommodation at George Pompidou, Port Vila, including resilient structural and architectural works, building services, ICT and security systems, solar energy infrastructure, external works and commissioning. The works are structured as one contract with two separable portions: approximately 1,500 m² of core headquarters accommodation and approximately 500 m² of additional accommodation. The current overall planning budget was clarified as approximately USD 6 million. The separable portions provide flexibility in light of available funding; the final scope will be confirmed in the bidding documents.

3. Prequalification and application requirements

The PMU outlined the published eligibility, past performance, financial capacity, construction experience and environmental and social requirements. Evaluation at this stage will be qualification-based, using the criteria in the issued Prequalification Document (PQD), rather than a numerical ranking. The presentation highlighted a minimum five years of general construction experience, USD 3.8 million average annual construction turnover, relevant comparable contracts and permitted joint venture/specialist subcontracting arrangements. Applicants should rely on the precise requirements and forms in the issued PQD.

4. Application submission

Applications are due by 10:00 am (Vanuatu time) on 30 October 2026, unless formally amended. Applications must be in English and submitted as one original and three hard copies to the VARS PMU, Resource Centre, George Pompidou Area, Port Vila. Electronic submission is not provided for under the current arrangements. Late applications will be handled in accordance with the PQD.

5. Matters raised by prospective contractors

Participants raised questions and comments concerning the adequacy of the construction budget in current market conditions; the treatment of the two separable portions; technical scope and design development; qualification thresholds; overseas execution of application documents; the time available for written clarifications; the subsequent bid evaluation approach; the procurement and construction programme; the provision of measured quantities or pricing schedules; and fair competition, including applicable taxation and other commercial obligations. The PMU acknowledged these comments and advised that relevant matters would be considered during design development and preparation of the Request for Bids (RFB).

6. Clarifications and next steps

The PMU indicated that it would review the written clarification period and formally notify applicants of any change. The current application closing date remains unchanged unless an addendum is issued. The PMU will also review cost estimates and market benchmarks, confirm relevant technical scope details, and consider the appropriate pricing information, evaluation arrangements and programme for the RFB stage. The RFB is indicatively expected in February 2027, subject to completion of the necessary preparations.

7. Formal procurement communications

All questions must be submitted in writing to spo@vars.vu, copying pm@vars.vu and cm@vars.vu, in accordance with the PQD. Written clarification responses and any amendments will be issued through the formal procurement channels. These minutes summarise the meeting and do not amend, supersede or replace the PQD. In the event of any inconsistency, the issued PQD and formal addenda prevail.

8. Closing

The Project Manager thanked the participants for their attendance and constructive feedback and reiterated the PMU's commitment to a fair, transparent and competitive procurement process.

Prepared by: VARS Project Management Unit | For circulation to prospective applicants