



Date: 29 July 2009

Reference: ITB 2009-009

Pre-bid Meeting Notes

Subject: Construction of UNDP/PAPP parking area in Gaza.

Present:

Mr. Amran El Kharouby	UNDP - Engineering
Mr. Wael Al Ashy	UNDP - Engineering
Mr. Riyad Abedelal	UNDP - Admin

The meeting was held at the UNDP office, on **26 July 2009 at 10:00 A.M.**

1. It was explained to all contractors that all documents must be read, signed and stamped, dated, specially the Form of Tender which must be filled and signed and returned on the bid opening date.
2. Unit rate should be in US\$ or NIS and not including VAT, set in numerical format as well as words.. All Currencies of the received bids will be converted to US\$ based on the United Nations prevailing rate of exchange at date of bid opening for comparison purposes. Resulted contract with winning contractor will reflect the currency originally quoted by the contractor.
3. VAT will not be paid by UNDP and ZERO VAT invoice against every payment must be submitted with the stamp of Custom (VAT) Department accordingly .
4. The attention of all contractors were drawn to the request regarding the submission of Valid Tax clearance certificate as mentioned in the Information for Bidders.
5. The contractors are reminded of tender documents , which are;
Section 1: Instructions to Bidders
Section 2: Bid Data Sheet (BDS)
Section 3: Contract for Works (model)
Section 4: General Conditions of Contract for Civil Works
Section 5: Special Conditions
Section 6: Statement of Works
Section 7: Technical specifications
Section 8: Drawings
Section 9: Price Schedule (Bill of Quantities)
Section 10: Bid Submission Form
6. Any offer that will be 20% more or less than UNDP cost estimate will be rejected.
7. Performance security should be submitted by the contractor within **7 days** of receipt of the contract from UNDP for an amount of **10%** of the total price of the contract. The Performance Guarantee shall be valid for a period of **Twenty Eight (28) days after the intended completion date.**
8. All locally manufactured materials, even though approved, will be inspected at ex-works by UNDP engineer during and/or after the manufacturing process. In addition, All proposed materials and equipment should be submitted to UNDP for approval along with original catalogues.



9. All works planned to be erected or assembled on site, whether they are civil, mechanical or electrical, should be presented to the supervision on working drawings for study and approval prior to implementation.
10. The contract includes **2 (Two)** signboards of size **350x200 cm** and to be located on places indicated by supervision.
11. All bidders should prepare a detailed price analysis. Each number in this analysis should be carefully cleared and calculated.
12. Convenient and suitable site office must be furnished for the supervision team on the site including W.C , kitchenette , office boy , stationary ...etc.
13. The duration of this bid is **3 (Three)** calender months, and the penalty is a sum equivalent to **200USD per calender day**. Once the delay reach to the maximum limit 10% , UNDP may consider termination of the contract. This indicates that time is a major issue and bidders should invest all their resources to assure working on schedule.
14. All bidders should study all the bidding documents carefully before pricing, and any discrepancy should be presented to UNDP in writing on time as per ITB before the bid opening. No claims are allowed during or after the project's implementation due to assumption made by bidders.
- 10 Safety measures are important part of the project, all the people working on site will wear the safety tools and safety uniform. The bidders will include in his price the provision of the necessary insurances for the project in accordance with the general condition of contract and enough to cover the expected risk in the works.
- 11 Working hours of the project are from **8:00 AM to 15:00 PM**.
- 12 Bid guarantee will be fixed to **US\$ 2,000 valid for 90 days** from date of tender submission deadline.
- 13 Bid must be delivered to the following address at or before 12:00 hrs Jerusalem time on 6th Aug. 2009. Bids delivered at any other date/time will not be accepted. Late Bids shall be rejected
UNDP/PAPP Office – GAZA
Omar Bin Abed Al Aziz Street
Al Remal Gaza
Att. Rima Manneh
- 14 It was clarified that before starting any work a detailed work plan backed up with method of statement to be approved by UNDP Engineer.
- 15 All quantities in the BOQ are an estimated quantities, UNDP is not responsible for the increase or decrease of any item in the BOQ as per the Information for Bidders.
- 16 All bidders should include provision of transport facility to be available on site throughout all the working hours. It will serve for the movement of the supervision team.
- 17 The contractor should nominate at least one guard to the site as requested by UNDP.

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- 18 UNDP will pay 20% advanced payment after signing the contract with the winning contractor against a bank guarantee of equal amount of the advance payment..
- 19 A site visit was held immediately after the meeting.
- 20 After completion of the project, the contractor is to submit as built drawings on computer CD (QTY. 2) and four copies of prints.

A handwritten signature in black ink, appearing to read 'Khaled Shahwan'.

Khaled Shahwan
Officer in Charge of UNDP/PAPP

A small, handwritten mark or signature in the bottom left corner of the page.