

## United Nations Development Programme

Programme of Assistance to the Palestinian People  
برنامج الامم المتحدة الانماني/ برنامج مساعدة الشعب الفلسطيني



Date: 23 November 2009

Reference: ITB – 2009 - 020

### Pre-bid Meeting Notes

**Very important: Original dead line has been extended to read: 3<sup>rd</sup> December 2009 @  
or before 12:00 hrs Jerusalem time.**

**Subject: Urgent Support to Agriculture and Electricity Sector in the Gaza Strip  
Package (3) : Installing and Testing of the Electrical Networks**

#### Presenters:

|                        |                    |
|------------------------|--------------------|
| Mrs. Iman Al Hussein   | UNDP               |
| Mr. Salem Al wahaidi   | UNDP               |
| Mr. Ahmad Muqbel       | UNDP - Procurement |
| Mr. Mohammad Abu Jarad | GEDCO              |
| Mr. Nabil Helaiel      | GEDCO              |
| Mr. Ismael Al Hessi    | GEDCO              |

The meeting was held at the UNDP office, on 18 November 2009 at 10:00 A.M.

1. The original close date of the ITB has been extended to read **3<sup>rd</sup> December 2009 at or before 12:00hrs** Jerusalem time.
2. It was explained to all contractors that they should provide all Evaluation Criteria Requirements as shown in the Invitation to Bid.
3. The contractors were reminded that all documents must be read, signed and stamped, specially the **Bid proposal submission form** in the Invitation to Bid sheets, which must be filled and signed and returned on the bid opening date.
4. Unit rate in US\$ or NIS not including VAT and should be **written in words**. All currencies of the received bids will be converted to US\$ based on the UNDP prevailing rate of exchange at date of bid opening for comparison purposes.
5. The contractor prices must include the transportation fees of all the required material (electrical and steel materials) from GEDCO warehouses to his warehouse in order to be used in the project. Moreover, the materials will be submitted to the contractor through an official process and will be considered under the contractor responsibility.
6. Attention is drawn to all contractors in order to avoid any mistakes in writing the unit price in words, since the words will govern the unit price.
7. VAT will not be paid by UNDP and ZERO VAT invoice against every payment must be submitted.
8. Attention is drawn to all contractors to the request regarding the Tax clearance and to be submitted with the tender documents as mentioned in the Information for Bidders.
9. Unit prices should include any Bank Charges due to the payment transfer.
10. The contractor are reminded of the documents uploaded on UNDP web site, namely, Instructions to Bidders, Bid Data Sheet (BDS), General Condition of Contract, Special Conditions, Contract for Works (model)

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Technical Specifications, Drawings, Bid submission form, Bill of quantities, Special Specifications, Minutes of Pre-bid Meeting ,Addendum (if any).

11. The contractors should provide UNDP with bid security of value US\$ 3,000 valid for 90 days.
12. Contractors should provide labor insurance with amount 15% of the contract value.
13. All imported materials or equipment, submitted by the contractor as substitute to the specified, will be accepted (considered) equally approved as long as they are:
  - equal in quality, durability and efficiency, all to U NDP engineer judgment.
  - they are represented in the country by a reputable, qualified and credible agent.
14. All proposed materials and equipment should be submitted to UNDP for approval along with original catalogues.
15. Working hours for the project is from 08:00 to 15:00 Sunday to Thursday, any contractor who needs to work after these times must take the prior approval of the engineer.
16. After completion of the project, the contractor is to submit as built drawings on computer CD (2No.s) and four copies of prints.
17. All bidders should submit a detailed price analysis for all items in the Bill of Quantities.
18. The contract includes two signboards of size 350x200 cm one for the site itself and the other for the office.
19. All contractors were invited to visit the site immediately after the meeting but none of them showed desire to do so.
20. Any offer that will be 20% more or less than UNDP cost estimate will be rejected.
21. The offeror is accountable for his pricing method but it is worth mentioning that the contract will not be signed and commenced in any way unless at least one of the following conditions is verified:
  - The commercial borders to Gaza Strip are open normally for entering building materials
  - Special coordination is guaranteed to enter building materials for UNDP projects
  - The contractor obtains the needed materials all according to the specifications and UNDP standard.
22. The bidders should read and consider in his price the attached Special Specifications.
23. The bidders should take into their consideration that the excavation width will be 60cm instead of 50cm as well as concrete in items no. 2 & 3 in bill no. 2 page 7/9.
24. GEDCo will coordinate with all responsible parties such as municipalities and ministries regarding the paths of the proposed electrical networks. Moreover, UNDP will not be held liable for any contractual claims arising out or in connection with sequences of land acquisition along the planned paths of the electrical network.
25. The foundations of the electrical installations should be implemented according the technical specifications attached.

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