Pre-bid Meeting Notes


ITB-2009-021 Lot No. 2: Removal of Residential and Public Debris from Rafah Governorate (Package 9)

Presents:

Mr. Amran El Khareouby
Mr. Ahmed Meqbel

UNDP - Engineering
UNDP – Procurement

The meeting was held at the UNDP office, on 9 November 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 in US$ or NIS and not including VAT, and should be written also in 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 Tax clearance as mentioned in the Information for Bidders.

5. The contractors are reminded of the documents distributed, which are: General Condition of Contract, Minutes of Pre-bid Meeting, Bills of quantities, Documents for Tender (Parts 1 to 3), and Drawings (Site Plans, Caravan layout).

6. Any offer that will be 20% more or less than UNDP cost estimate will be rejected.

7. The essential equipment required to within the contract is the minimum of the following list: Loader (3), Truck (10), Jack Hammer (2), Special Machine for demolishing high rise buildings (crane), Steel Cutters (10), Compressors (1), Disc for cutting steel (minimum 100). The contractor should demonstrate in the offer either his ownership or lease for the above equipment or any other needed for proper completion of the contract on time. All participants should be aware that site visits will be conducted to verify either status during evaluation process.

8. 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.

9. 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.

10. UNDP will not allow dumping any concrete rubble larger than 50x50x50 cm by the rubble collectors.
11. 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 approval prior to implementation.

12. The contract includes 2 (Two) signboards of size 350x200 cm and to be located on places indicated by supervision.

13. All bidders should prepare a detailed price analysis. Each number in this analysis should be carefully cleared and calculated.

14. Convenient and suitable site office must be furnished for the supervision team on one site including W.C, kitchenette, office boy, stationary...etc. as described in documents of the tender, Part No. 1 and an other site office for the UNDP site engineer.

15. The duration of Package 9 for Rafah Area is Five (5) calendar months and for Khanyounis and Middle Area (Package 8) is Seven (7) Calendar months. The delay penalty is a sum equivalent to (0.1)% of the actual contract price per calendar 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.

16. All bidders should study all the bid’s documents carefully before pricing. In case of any discrepancy or missing information should be presented to UNDP in writing before the bid opening for reply. No claims are allowed during or after the project’s implementation due to assumption made by bidders.

17. Safety measures are an 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.

18. Working hours of the project are from 8:00 AM to 15:00 PM.

19. During sorting process, especially for public buildings, all non-concrete materials should be carefully separated. Reusable materials such as windows, doors, natural stones should be sorted before collecting concrete and transported to the dump site or in storage facilities of local authorities. The contractor is responsible to take necessary precautions to keep these materials usable and to protect them from any damages during sorting, transporting and storage process.

20. Bid guarantee will be fixed to USS 10,000 valid for 90 days from date of tender submission deadline.

21. Bid must be delivered to the following address at or before 12:00 hrs on 22 Nov. 2009. Late Bids shall be rejected

   UNDP/PAPP Office – GAZA
   Omar Bin Abed Al Aziz Street
   Al Remal Gaza
   Att. Rima Mannhe

22. It was clarified that before starting any work a detailed work plan backed up with method of statement for each activity to be approved by UNDP Engineer.

23. The price includes spreading the entire site inclusive of intermediate collection area with water on periodic basis to minimize the dust.

24. 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 even if this increase or decrease exceeds 25% of total quantities. Bidders have to make their own visits to all sites and verify the needs of each site and price
accordingly. The site conditions are changing and this will be considered expected situation. In case of any changes in quantities (increase or decrease), same rates quoted will be utilized.

25. All bidders should include provision of transport facility to be available on site during all the working hours to serve for the movement of the supervision team.

26. The contractor should nominate at least two guards in the crushing site as requested by UNDP.

27. It was clarified to all bidders that no dune sand will be allowed to be transferred from the site.

28. UNDP will pay 20% advanced payment after signing the contract with the winning contractor.

29. All trucks and equipments should have a valid license and insurance policies that will be used on the project.

30. Caravans should be furnished according to the attached specification in documents of the tender Part 2.

31. Electricity subscription and generator will be the responsibility of the contractor up to the date of finishing all works and handing over the site. The contractor is responsible to pay all electrical bills and fuel for generator during the contract duration. Electricity supply (temporary subscription for eight months from GEDCO, and stand-by generator 3KVA min. )

32. It is contractor’s responsibility to supply all machines with needed fuel or electricity and all prices should include power supply and/or fuel consumption.

33. Computer specifications are included in special conditions and must be respected. The contractors were reminded that they have to supply One computer with attached specifications. Computer should be supplied and fixed in UNDP Caravan. After finishing the project, the computer will remain in UNDP caravans.

34. Two weeks for mobilization will be given for winning contractor to prepare all needed requirements from starting with contract activities. It is worth noting that mobilization period is a part of the total contract period.

35. It is essential to mention that closures will not be taken into consideration during calculating the time of the project, so all contractors have to build their prices and time-frames of the project taking into consideration the current situation of siege.

36. List of beneficiaries for Khan Younis area is attached

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Procurement Specialist
Procurement Unit
UNDP/PAPP
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