

## Minutes of Pre-bid Meeting

**Date of Meeting: 24 September 2009 at 11:00 AM**

**Venue: Ramallah Municipality**

**Project: Construction of Multi-purpose Sports Hall in Ramallah City (Atlas 63002)**

Those in attendance were informed that the minutes of the pre-bid meeting and any addendums to the Invitation to Bid (ITB) will be placed on the UNDP web site under the same ITB. The following are the UNDP clarifications to the points raised by the contractors:

1. Upon contractors' requests and due to delays in publishing these minutes of meeting, the deadline for bid submission, as specified in the ITB and the Bid Data Sheet (BDS), has been extended to Thursday 12 November 2009 at 11:00 AM at the same location specified in the ITB. The opening of bids will be in the same day at 11:30 AM at the same location.
2. The time for completion, as specified in the BDS and the Special Conditions, has been changed from twelve (12) calendar months to ten (10) months from the date of notice to proceed, which will be issued by the UNDP Engineer after contract signature.
3. The Performance Security, as specified in the Special Conditions, has been changed from twenty four (24) calendar months to twenty two (22) calendar months.
4. There was a request by the contractors to place the names of our pre-qualified contractors on the web site so as to know their status at UNDP. Contractors were advised to contact the UNDP Procurement Unit by telephone or by email to inquire about their pre-qualification status before submitting their bids. The contact information is available in the ITB. The pre-qualification documents are also included in the ITB for those not currently pre-qualified.
5. It was clarified that personal certified checks are not accepted as bid guarantees, but that bank certified checks are acceptable.
6. There was a questions related to the 20% advance down payment in the General Conditions. Those in attendance were informed that the down payment can be up to 20% of the contract value but will require bank guarantees in the same amount for the duration of the contract plus 28 days.
7. Those present were informed that, for payment purposes only, the works could be divided into two contracts for the same contractor; one signed with the Municipality of Ramallah for certain works pertaining to the construction of the basement floor and the other with UNDP for the remaining of the project. However, contractors need to submit only one bid, which if decided, will be divided into two contracts. In this case, the two contracts will have a ZERO-VAT status and the whole works will be implemented as one project under the UNDP supervision.
8. It was clarified that bids can be submitted either in US\$ or NIS. Contract(s) will be awarded to the winning contractor in the currency in which he submits his bid. For evaluation purposes, all bids will be converted to one currency (US\$ or NIS) using the UN exchange rate for the month during which bids were submitted.
9. The performance guarantee will be for 10% of the contract value valid for the duration of the construction period plus one year maintenance period. Upon substantial completion and handover of the construction works, the contractor can receive his performance guarantee after submitting a maintenance guarantee for 5% of the contract value valid for one year.
10. During project implementation, contractors are allowed to propose alternative items that will be studied by UNDP and addressed upon.

11. There was a question pertaining to the roof and wall panel sheets whether 10 mm or 25 mm thickness. This was clarified in the revised BOQ items 3.01g1, 3.01g2, and 3.01g3 and the updated technical specifications.
12. Contractors were advised that the Special Conditions included in the ITB override anything written in the General Conditions for this project, which is the standard procurement practice at UNDP.
13. The bid documents to be submitted by contractors are comprised of the following:
  - Completed and duly signed Bid Submission Form, which is included in the ITB. Failure to do so will cancel the bid.
  - Bid Security
  - Priced Bill of Quantities in both hard copy and a CD. The pricing currency should be specified in the BOQ.
  - Written power of attorney, authorizing the signatory of the bid to commit the bidder
  - Pre-qualification documents in accordance with clause 9.1 of the instructions to bidders. These documents are required only if the contractor is not currently pre-qualified at UNDP. If, after submitting the documents, the contractor fails to qualify, his bid will be rejected.

Contractors do not need to submit with their bids the drawings and tender documents other than what is listed above. However, if awarded the contract, the contractor will be required to provide a stamped and signed hard copy of the drawings and other tender documents.

14. If the owner of the company is not available to sign the bid, a written power of attorney (authorization) by him is required for the person who signs.
15. Contractors requested to change BOQ item 1.01 for site leveling from LUMP SUM to measured quantities. This was accommodated in Addendum No. 1, where items 1.01 thru 1.05 of the BOQ have been modified.
16. Marking paint (BOQ item 10.05) will be used indoor for marking Sports Hall yards.
17. The existing trees within the boundary of the building to be constructed will be carefully removed and replanted in other locations specified by the Engineer. The price should be included in the site leveling works and no separate items will be given for these works.
18. The roof structure has been designed as welded trusses. Contractors are required to price the BOQ items as specified in the BOQ and drawings. During implementation, contractors are allowed to propose alternative items that will be studied by UNDP and addressed upon. Trusses and space frames shall be pre-fabricated and assembled by a specialized steel fabricator approved by the UNDP. The contractor shall prepare the design and detail shop drawings for all welded and bolted connections to the approval and satisfaction of the Engineer.
19. BOQ item 13.14 – Solar System  
Only one tank of 2000 liters capacity is needed.
20. BOQ item 13.26 – Fire Pumps  
The pumps are UL/FM listed and, therefore, should be assembled and tested at the approved factory (manufacturer's assembly line), and test certificate should be provided with the product.
21. The control Panel DBB shown on the drawings is intended for the basement floor. The panel is not included in the BOQ because the tender doesn't include finishing works for the basement floor. The DB-pumps shown on the drawings are included in the fountain works (BOQ item 13.27).