



Date: 12 November 2009

Reference: PAL 10-00071488

Pre-bid Meeting Notes
ITB-2009-022 – Package 10- Crushing of Concrete Debris
UXOs and Rubble Removal from Gaza Strip

Presents:

Mr. Amran El Kharouby
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 for crushing activities within the contract is the minimum of the following list: **Loader (2), Truck (2), Crusher, Generator (1), and Water Tank**. 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. However, if such rubble is found in the site, the contractor is responsible to decrease the size to fit his crusher's requirements prior crushing.
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** for the UNDP site engineer.
15. The total duration of the contract is **six (6)** calendar months including weekends, holidays and official holidays. The contractor will be allowed to use more than one crusher and may work in two shifts, but in this case he has to increase his staff for the two shifts. The delay penalty is a sum equivalent to (0.1) percent 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**. Any extension of time will not be authorized unless presented in the work plan and approved by UNDP supervisor.
19. Bid guarantee will be fixed to **US\$ 15,000 valid for 90 days** from date of tender submission deadline.
1. Bid must be delivered to the following address at or before **12:00hrs on 22 Nov. 2009**. Late Bids shall be rejected
UNDP/PAPP Office – GAZA
Omar Bin Abed Al Aziz Street
Al Remal Gaza
Att. Rima Manneh
20. 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.
21. The price includes spreading the entire site inclusive of dump and crushing sites with water on periodic basis to minimize the dust. On the other hand, price should include all costs connected with preparation and continuous maintenance of access roads for easy movement of trucks and machines
22. 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 the site.
23. 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.
24. The contractor should nominate at least two guards in the crushing site as requested by UNDP.
25. It was clarified to all bidders that no dune sand will be allowed to be transferred from the site.



26. UNDP will pay **20%** advanced payment after signing the contract with the winning contractor.
27. All trucks and equipments should have a valid license and insurance policies that will be used on the project.
28. Caravans should be furnished according to the attached specification in documents of the tender **Part 2**.
29. 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.)
30. 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.
31. 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.
32. **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 .
33. 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 .

Emma Creighton


Procurement Specialist
Procurement Unit
UNDP/PAPP

