

United Nations Development Programme

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



Date: 12 October 2009

Reference: PAL10-00052737

**Pre-bid Meeting Notes**

**Subject: ITB 2009 – 018 Construction of Rafah Tal-Elsultan Area Water Tank**

**Present:**

Mr. Saleh Al Hams	UNDP
Mr. Ahmad Alriyati	UNDP
Mr. Ahmad Muqbel	UNDP
Mr. Omer Chatat	CMWU
Mr. Ahmad Ismael	Abdel Hakim Ismael Co.
Mr. Farid Barood	Handalah Co
Mr. Majed Ekki	Babil Co.
Mr. Salim Lubad	Kawkabah Co.
Mr. Osamah Kuhail	Jawad Kuhail Co.
Mr. Nabil Abu Mueleq	Abu Mueleq Co.
Mr. Raed Awad	Mushtaha & Hassouna Co.
Mr. Zaidan Abu Qumboz	Alkhaisi Co.
Mr. Abd Majeed Kuhail	First Co.
Mr. Jihad Elmaslami	Alshawa Co.
Mr. Abd Elnasser Elbhaisi	Massoud & Ali Co.

The meeting was held at the UNDP office, on 5 October 2009 at 10:00 A.M.

1. It was explained to all contractors that they should provide all Evaluation Criteria Requirements as shown in the Invitation to Bid.
2. 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.
3. Unit rate in US\$ or NIS not including VAT and should be written in words. All currencies of the received bids will converted to US\$ based on the UNDP prevailing rate of exchange at date of bid opening for comparison purposes.
4. Regardless to the reasons, the contractor should be responsible for the changing of materials prices in the market as well change in US\$ rate and UNDP will not liquidate any damages related to this subject.
5. 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.
6. 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.

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7. 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.
8. The contractor are reminded of the documents uploaded on UNDP web site , which they are; Instructions to Bidders, Bid Data Sheet (BDS), General Condition of Contract, Statement of Work, Contract for Works (model) Technical Specifications, Drawings, Bid submission form, Bill of quantities, Special Specifications, Minutes of Pre-bid Meeting ,Addendum (if any).
9. The contractor are reminded of bid guarantee value mentioned in the ITB, which is US \$ 5,000 and valid for 120 days from the bid opening date.
10. Unit prices should include any Bank Charges due to the payment transfer.
11. Performance bond will be 10% of the contract value valid for a period twenty eight (28) days after the intended completion date.
12. The contractors are reminded that the project is Labor intensive with 15% Labor Content.
13. Contractors should provide labor insurance with amount 15% of the contract value.
14. The contractor should know that the labor content will be calculated based on the following wages per working day: 35\$/d (site Engineer), 25\$/d (clerk, surveyor, Forman), 20\$/d (skilled labor), and 15\$/d (unskilled labor).
15. The timekeeper (clerk) will be appointed by UNDP and the contractor, within the labor content, will pay his salary as mentioned above.
16. 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 UNDP engineer judgment.
  - they are represented in the country by a reputable, qualified and credible agent.
17. All approved locally manufactured materials, even though UNDP engineer will inspect its approval, at ex-works during and/or after the manufacturing process.
18. All proposed materials and equipment should be submitted to UNDP for approval along with original catalogues.
19. Working hours for the project is from 08:00 to 15:00 Sunday to Thursday, any contractor who needs to work behind these times must take the prior approval of the engineer.
20. After completion of the project, the contractor is to submit as built drawings on computer CD (2No.s) and four copies of prints.
21. Any bidder may be asked for and should be prepared to furnish, when requested, a price analysis for any or all items in the Bill of Quantities.
22. The contract includes two signboards of size 350x200 cm one for the site itself and the other for the office.
23. The contractors are reminded that the fencing and protection of site is the contractors responsibility and to submit safety procedure plan for approval.
24. All contractors were invited to visit the site immediately after the meeting but none of them showed desire to do so.

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25. The contractor should sign the contract as soon as the contract will be ready otherwise, if refuses the bid guarantee will be forfeited.
26. Any offer that will be 20% more or less than UNDP cost estimate will be rejected
27. 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.

Shehadeh A Habash

A handwritten signature in black ink, appearing to read 'Shehadeh', is written over a horizontal dotted line.

Officer -in- Charge  
Procurement Unit  
UNDP/PAPP