Pre-bid Meeting Notes

Subject: Construction of 300 Residential units in Rafah
Package (3): Completion of Construction of 16 Buildings (36 Residential Units)
Package (4): Completion of Construction of 17 Buildings (39 Residential Units)

Attendance:
Mr. Saleh El-Hams
Mr. Rezeq Awad
Mr. Ahmad Muqbel
Ms. Iman Motawi
Participating Bidders

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The meeting was held at the UNDP office, on 3 May 2011 at 10:00 A.M.

1. All documents must be read, signed and stamped, especially the Bid Submission Form, which must be filled in and signed.

2. Unit rate is US$ or NIS, and shall not include VAT. Unit rate shall be written in words rather than figures. The contract will be signed with the quoted currency. Prices in NIS will be converted to US$ for comparison purposes only, during evaluation and according to UN exchange rate (1 USD = Nis 3.41). Unit rate shall include any Bank Charges due to payment transfers.

3. Tax clearance certificate shall be submitted with the tender documents as mentioned in the Instructions to Bidders.

4. In regards to the qualification criteria—Page 12, participating bidders shall submit all items under this clause.

5. All imported materials or equipment, submitted by the contractor as substitute to the specified, will be accepted and considered equally approved as long as they are:
   ➢ Equal in quality, durability and efficiency, and subject to UNDP engineer judgment.
   ➢ They are represented in the country by a reputable, qualified and credible agent.

6. Working hours in the project is from 08:00 to 15:00 Sunday through Thursday. A contractor who needs to work beyond these hours must take the prior approval of UNDP engineer.

7. Bidders shall be prepared to furnish, when requested, a price analysis for any or all items in the Bill of Quantities.

8. Contractor is responsible for installing and fixing two (2) signboards of size 350x200cm (at site and office). The Contractor is responsible for fencing and protecting the site and shall submit a safety procedure plan for approval.

9. Since more than one contractor will be available on site at the same time, the Contractor shall coordinate with the other Contractors to facilitate accessibility and other issues related to the work.

10. The contractor shall secure all materials within the mobilization period that doesn’t exceed 15 days.
11. Activities on site can be only commenced after 15 days. In case of failure in securing the materials, UNDP has the full right to terminate the contract without bearing financial implications.

12. In case UNDP imposes suspension longer than one (1) month on the project, the following will be only paid for:
   - Security guard for the project if needed.
   - Cost of extension of insurance policy and bank guarantees.
   - Salary of the project manager.
   All project equipment will not be compensated for, as well as any incurring costs related to staff or subcontractors. The maximum Period of suspension will not be more than 60 days at maximum. When suspension is released, the Contractor will be allowed seven (7) days for re-mobilization and the period of contract will be extended accordingly.

13. Transportation and communication fees mentioned in item 1/1 means any fee to be spent due to movement of supervision team to location directly connected to the project activities within Gaza strip in addition to expense related to means of communication on site. The same applies to any related expenses for the contractor himself and his staff.

14. The project duration is amended to six (6) months for each package.

15. The Contractor shall use the stocked fabricated reinforcement steel available in site after cleaning by sand machine. The contractor will be charged 3,200 NIS per ton.

16. The Contractor shall use the stocked Intercom handsets available in site. The contractor will be charged 50 NIS per unit.

17. Contractor’s technical staff shall maintain day to day supervision. $25 will be deducted for each absent staff.

18. The contractor shall provide new concrete job mix using the available materials, and shall obtain UNDP approval.

19. Item No. 9/4 aluminum window louver type is AW5; overall size is 60x100cm for staircase and according to the drawings.

20. Unit rate shall include the hiring of two (2) guards for 24 hours for each package, in addition to the Contractor’s own guards, to watch and secure the whole project of Saudi Housing Project in Rafah to cover the contract duration. These guards will be under control and monitor by UNDP supervisor.

21. A site visit was made.

For your kind reference and attention,

Khaled Shawaan
Deputy Special Representative (Operations)