

## United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الامم المتحدة الانمائي / برنامج مساعدة الشعب الفلسطيني



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Resilient nations.*

ITB 2011-042

Date: 1 December 2011

### Pre-bid Meeting Notes

**Subject: Rehabilitation of Elderly Association Building in Gaza City & Construction of  
Association of UNRWA's Retired Staff Club  
PAL10-00077575 / DEEP/ Social Development Project**

The meeting was held at the UNDP office, on 30 November 2011 at 10 a.m.

1. All participating Bidders shall provide all Evaluation Criteria Requirements as shown in the Invitation to Bid.
2. Unit rate in US\$ or NIS not including VAT and shall be **written in words**. All currencies of the received bids will be converted to US\$ based on the UNDP prevailing rate of exchange at date of bid opening for comparison purposes only. Resulted contract with winning contractor will reflect the currency originally quoted by the contractor. (UN exchange rate for October 2011 is 3.71 NIS for one US \$).
3. Bidders are solely responsible for the change of prices of the materials in the market as well as the fluctuation of USD. UNDP will not liquidate any damages related to this subject.
4. Bidders shall submit tax clearance certificate.
5. Unit prices shall include any Bank Charges due to payments transfer.
6. Performance Security shall be submitted by the Winning Contractor within seven (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 13 months after the intended completion date.
7. Contractors shall provide labour insurance with an amount of 15% of the contract value.
8. 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, all to UNDP engineer judgment.
  - represented in the country by a reputable, qualified and credible agent.
  - inspected at ex-works during and/or after the manufacturing process.
  - submitted to UNDP for approval along with original catalogues.

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9. Project working hours is from 8 a.m. to 3 p.m. Sunday through Thursday. No work is allowed on Saturdays. Contractor who needs to work beyond these working hours must take the prior approval of the engineer.
10. Bidders shall furnish, when requested, price analysis for any or all items in the Bill of Quantities.
11. The contract includes the supply and installation of two signboards of size 350x200 cm; one for the site itself and the other for the office.
12. Winning Contractor will be responsible of the site fencing and protection and submission of safety procedure plan for approval.
13. The winning contractor shall consider gender balance when recruiting its technical staff.
14. The contractor shall secure all materials within the mobilization period that doesn't exceed 15 days. Commencement of activities on site will be only given after the 15 days. In case of failure in securing the materials, the UNDP has the full right to terminate the contract without bearing financial implications.
15. In case UNDP imposes suspension longer than one (1) month on the project, the following will be only be paid for:
  - Security guards 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 taken into consideration for compensation as well as any incurring costs related to staff or subcontractors.

The 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.

16. Transportation and communication fees shall be provided for the movement of supervision team to locations directly connected to the project activities within Gaza Strip in addition to expenses related to means of communication on site for the supervision team. The same applies to any related expenses for the contractor and its staff.



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17. \$25 will be charged and deducted against any absence of the contractor's technical staff for each member absence.
18. Safety measures are an important part of the project. All workers on site shall use safety tools and wear Safety uniforms, to be all in accordance with contract Safety requirements and UNDP' Engineer instructions. The bidders shall include in their prices the provision of the necessary insurances for the project in accordance with the general terms and condition of contract, and enough to cover the expected risk in the works. As per clause 23 of the general conditions, the contractor is obligated to furnish the insurance policies **before** commencing the Works.
19. The contractor shall provide new concrete job mix using the available materials, in accordance to UNDP technical specifications. This job mix shall be conducted by a certified lab.
20. All Submitted materials should be complied with the specified types in the B.O.Q or equivalent types approved by the supervisor engineer.
21. The contractor should provide the supervisor engineer with all shop drawings for all works as well as the designs for ramp handrail and for any required details.
22. Item no. 5/5 under Tiling and Marble Works in the B.O.Q. of Construction of Association of UNRWA's Retired Staff Club will be measured by run meter and the price should be based on the cost of each run meter.
23. A site visit was held immediately after the meeting.

For your kind reference and attention,

  
Khaled Shahwan  
Deputy Special Representative (Operations)

