

## United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الأمم المتحدة الإنمائي / برنامج مساعدة الشعب الفلسطيني



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ITB 2012-004

Date: 26 January 2012

### Pre-bid Meeting Notes

#### **Subject: Rehabilitation of Psycho – Social, Cultural & Hospital Center in Gaza PAL10-00081100**

The meeting was held at the UNDP office, on 23 January 2012 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 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 January 2012 is 3.78 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 20%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. Safety plan will be submitted which include supply and install of all required equipments, materials, ..etc. to carry out necessary for the work taking into consideration the patient flow in the building as well as neighbouring premises. The plan has also to be coordinated with PRCs. The contractor is deemed to include all relevant cost throughout the project lifecycle within his quoted price.
13. The winning contractor shall consider gender balance when recruiting its technical staff, at least one female of the contractor's staff is a mandatory.
14. Transportation fees shall be provided for the movement of supervision team to locations directly connected to the project activities within Gaza Strip. The same applies to any related expenses for the contractor and his staff.
15. \$25 will be charged and deducted against any absence of the contractor's technical staff for each member absence.
16. The required electrical engineer should be valid full time during the implementation period of the project as well as the other contractor's staff.
- 17. Mobilization will not be commenced in any way unless special coordination is guaranteed to enter the dual use materials, i.e. cement, aggregate, steel, bitumen, etc.**
- 18. The contractor must take into account in his price any expenses related to uploading, downloading, transporting materials from the Israeli Crossing (Karm Abo Salem) to the UNDP warehouses in Karni, and then according to work advances the transportation from the same warehouse to the site including the necessary equipment. At all times the contractor is only allowed to bring materials**

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**just enough to the project work activities and surplus materials will be detained in UNDP warehouses at his own costs.**

**19. If coordination to enter dual use material failed after signing the contract but prior to commencement of mobilization then UNDP can terminate the contract without any obligations.**

**20. However, if the coordination is stopped after commencement of the work, and 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.**

21. 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.

22. 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.

23. All Submitted materials should be complied with the specified types in the B.O.Q or equivalent types approved by the supervisor engineer. All materials at all times should be Grade A and lead to achieve the best quality of works.

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24. The contractor should provide the supervisor engineer with all shop drawings for all works as well as the method statement for all required works including all needed details.
25. All Aluminium works included in BOQ should be priced as coloured Aluminium with thickness not less than 1.5 mm. The colour shall be identified by the owner.
26. The works in tiling items in all floors includes supply, install, spread and level approved dune sand under tiles.
27. Item 1.1 in the 11<sup>th</sup> floor includes removing all existing concrete and steel skeleton, and hand the steel parts to the owner.
28. The winner contractor should be aware not to use the western entrance of the building for supplying goods or materials; he will be requested to use the eastern entrance after making proper access for all required goods and equipments.
29. Item No. 4.7 in 3<sup>rd</sup> floor, the kind of wood should be 3.5X20cm Sweden Wood instead of Zan Wood, all other item description will be the same, sample of the protection wood is existing in the Hospital ground floor.
30. The contractor is responsible for removing all Gypsum elements including Gypsum columns in the third floor.
31. A site visit was held immediately after the meeting.

For your kind reference and attention,

 Khaled Shahwan  
Deputy Special Representative (Operations)