Pre-bid Meeting Notes for
Emergency Water Supply and Rehabilitation Programme
Package of Construction Of Tal El-Sultan Booster Pump

Presents:
Ms. Iman Al Husseini  UNDP
Mr. Hala Othman  UNDP
Mr. Amran El Kharouby  UNDP
Mr. Mohammed Qasem  UNDP
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Amer Abd El Hakeem  Amer Bros. Co.

The meeting was held at the UNDP office, on 01 July 2007 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 (Page 39/Annex VII) which must be filled and signed and returned on the bid opening date.

2. Unit rates are in US$, and not including VAT, and should be written also in words.

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 they are: Invitation to Bid, General Condition of Contract, General and Particular (Technical) Specifications, Minutes of Pre-bid Meeting, Bills of quantities, and drawings.

6. NO Bid guarantee is requested. However, a commitment letter is requested to be enclosed with the bid documents stating that the unit rates and bid price are valid for 120 (One hundred and twenty days) since the bid opening day.

7. All locally manufactured materials, even though approved, will be inspected at ex-works by UNDP engineer during and/or after the manufacturing process.
8. All proposed materials and equipment should be submitted to UNDP for approval along with original catalogues.

9. 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 study and approval prior to implementation.

10. The contract includes 2(two) signboards of size 350x200 cm and other 2(two) signboards of size 100x70 cm to be located on places indicated by supervision.

11. All bidders should prepare a detailed price analysis. Attached a tentative table for price analysis. At least this table to be filled.

12. A site visit is scheduled to all present contractors after prebid meeting.

13. Convenient and suitable site office must be furnished for the supervision team including W.C , kitchenette , office boy , stationary …etc. as described in General Specification. The office will be mainly for the use of the supervisory engineers.

14. The duration of this bid is 5(five) calendar months and the penalty is as mentioned in Invitation to Bid for each one day of delay.

15. All bidders should study all the bid’s documents carefully before pricing, and any discrepancy should be presented to UNDP in writing before the bid opening. No claims are allowed during or after the project’s implementation due to assumption made by bidders.

16. Bid opening will be on Monday, July 09, 2007, at 12:30 P.M.

17. It was clarified that before starting any work a detailed work plan backed up with method of statement to be approved by UNDP Engineer.

18. The contractor should submit a traffic plan for the site, and to be approved before starting any work.

19. UNDP will ask the winner contractor to submit a performance guarantee for a period of 17 months.

20. The contractor has to provide adequate transportation and communication facilities for the supervision staff for the whole duration of the contract.
21. It was clarified to all bidders that no dune sand will be allowed to be transferred from the site.

22. **20%** advance payment will be paid by UNDP after awarding the contract and completing the relative prerequisites according to the General Conditions of Contracts.

23. **Two weeks** for mobilization will be given for winning contractor to prepare all needed accessories to start with contract activities. This time is included within the period of contract.

24. Closures will be treated as mentioned in Invitation To Bid (ITB). All contractors have to build their prices and time-frames of the project taking into consideration the possibility of closures.

25. As mentioned in Instructions to Bidders Clause 22, the requirements for Evaluation Criteria attached in the table must be prepared and submitted in the same time of bid opening day.

26. List of on going projects contracted by bidders should be submitted as mentioned in Instructions to Bidders Clause 22.

27. The price of this package should include 15% labours.

28. UNDP has the right to hire one clerk in each project. The clerk will be paid by the contractor and his salary is calculated in the labour content.

29. Recommendation letter from the bank is requested to assure the status of the contractor’s financial status.

30. The project will be awarded to the winning contractor according to the UNDP regulation and UNDP General Conditions attached in ITB. Any other contract forms are not valid.

31. Any bank charges due to any payments under these contracts will be paid by the contractor.

32. In ITB, Page 8 of 69 under evaluation of bids, point number 6 will be changed to become as follows:” Bidders shall quote reasonable bid prices with an acceptable margin…………., the bid will be rejected by UNDP as non-responsive.”
33. In BOQ item 1.3.6 the window is aluminum window

34. In BOQ item 2.3.1 the valve will be change to Gate Valve 18”.

35. In BOQ item 2.6.2 the dynamic head of the pump (FHS 100-200/370) is 38 m instead of 88 m.

Received by:
Name of Firm               Name & Signature