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MINUTES OF PRE-BID MEETING

INVITATION TO BID

ITB –368/17 RECONSTRUCTION AND REHABILITATION OF THREE BRIDGES IN ANBAR GOVERNORATE, IRAQ

Date: 24th September 2017
Time: 10:00 am to 11:35am, Iraq local time
Venue: UNDP Iraq Offices in Erbil, Service Center

1 PRESENTATION

After having companies introduce themselves, UNDP-Iraq gave a detailed presentation of the ITB document.

ITB consists of the following sections:

- Section 1 – This Letter of Invitation;
- Section 2 – Instructions to Bidders (including Data Sheet);
- Section 3 – Schedule of Requirements and Technical Specifications, which includes the following parts:
 - Part 1 – Scope of Works;
 - Part 2 – General Requirements;
 - Part 3 – Detailed Requirements;
 - Part 4 – Technical Specifications;
 - Part 5 – UNDP General Technical Specifications for Building Construction Works;
 - Part 6 – Drawings;
- Section 4 – Bid Submission Form;
- Section 5 – Documents Establishing the Eligibility and Qualifications of the Bidder;
- Section 6 – Technical Bid Form;
- Section 7 – Price Schedule Form;
- Section 8 – Form for Bid Security;
- Section 9 – Form for Performance Security;
- Section 10 – Form for Advanced Payment Guarantee [Not applicable];
- Section 11 – Contract to be signed, including General and Special Terms & Conditions.



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2 ATTENDANCE

2.1 UNDP Representatives at the Service Center.

#	Name	Job Title
1	Eng. Ibrahim Musa	Construction Project Manager
2	Abeer Alami	Procurement Specialist
3	Dyar Ali Hasan	ICT Assistant

2.2 Designer Nudhum Al Bena Co. (via Skype)

#	Name	Job Title
1	Eng. Safaa Al Mumaar	Project Manager
2	Eng. Muhammed Hikmet	Senior Transport Engineer

2.3 Bidders (via Skype)

#	Bidder Name	Representative	Email	Mobile
1	Nabd Al Rafedain Company	Abdullah Zedan	info@nabdalarafedain.com	009647800000686
2	Al Tafaweq for General Contracts		rafeabbo@altafaweq.com	009647703967662; 009647508781875
3	77 Insaatve Taahhut A.S.	Sukru Ugur Tekin	sutekin@77constructionusa.com ; avarol@77international.com	00902169991000
4	AltalaAlnadhid company for general contracts		altalaalnadhidtender@gmail.com	009647901476916

3 QUESTIONS AND ANSWERS

During the presentation the following questions and inquiries were raised by the bidders:

#	Questions Raised During the Meeting	#	Answers
Q1	Can the submission deadline date be extended?	A1	The current submission deadline date is still 4 th October 2017, 14h00 Iraq local time. If UNDP received several requests from bidders requesting to extend the submission deadline date, UNDP may consider that and may extend the submission deadline date. However, any official extension of the submission deadline date (if any), will be published on UNDP website.
Q2	What is the deadline of the requests for clarifications?	A2	In reference to Section 2, Instructions to Bidders, Data Sheet, DS.16, the requests for clarifications will be valid till five (5) calendar days before the deadline of submission date.
Q3	Does the joint venture allowed to participate in the tender?	A3	Yes, it is allowed. For example, if the required qualifications and experiences as per Instructions to Bidders, Data Sheet are not applicable in one entity, a joint venture can be created from two or more parties to achieve in total the required qualifications and experiences.



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#	Questions Raised During the Meeting	#	Answers
			So, it is up to the bidders to create joint ventures or not.
Q4	Please clarify the evaluation and contract awarding process?	A4	Please refer to Section 2, Instructions to Bidders, Data Sheet, D.S.25 to D.S.34.
Q5	Please clarify the financial evaluation process?	A5	There will be a detailed value of money analysis to ensure that the submitted prices are logic, in accordance with the market prices and UNDP estimation. Bidders are expected to submit realistic prices. Any gross deviations from the prevailing market prices or unethical manipulations to take advantage of the ITB system may cause the bidder to be disqualified. Also, please consider Section 2, Instructions to Bidders, clause 30 and Data Sheet, D.S.31.
Q6	Does there any limitation for participation in the tender?	A6	There is no limitation for participation in the tender. Any local/international entity either individual company or joint venture meets the tender requirements, can apply for this tender.
Q7	Does there any obligation for the international bidders to assign a local bidder or create a joint venture with a local bidder?	A7	No, there is no obligation to do so. International firms are encouraged to assign licensed engineering local entities (contracting entities) in Iraq; having the authorization to implement similar construction projects in Iraq. Any international firm can submit a confirmation letter that this firm can get permission to work inside Iraq to implement similar construction projects in Iraq. The bidder and/or joint venture have to be aware of the applied rules, laws and regulations in Iraq.
Q8	Does the quantities mentioned in the Bill of Quantities will be re-measured?	A8	The quantities mentioned in the Bill of Quantities is estimated, so it will be re-measured as per the actual executed quantities on site.
Q9	What is the allowed percentage of changes in the scope of work?	A9	There is no percentage. Please refer to Financial Bid, Section 7, clause 1.3. UNDP reserves the right at the time of making the award of contract and during the implementation period to increase or decrease items in the Bills of Quantities (with any percentage of the accepted contract value) , if required, without any change in unit price or other terms and conditions. The unit prices and quantities shall be used for the price analyses and evaluation purposes or any other requirements during the project implementation and shall be <u>fixed and firm</u> for the duration of the contract and any claim for price adjustment will not be entertained. The prices shall be inclusive of all facilities, office running cost, communication, transportation, and company overheadsetc. The quantities of the items given in the Bill of Quantities



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#	Questions Raised During the Meeting	#	Answers
			(BOQ) are estimated quantities; the exact quantity of items shall be based on the final measurement. It will be the responsibility of the contractor to verify quantities and any additional material requirements. No change in price will be considered after bidding. No compensation will be considered for reduced quantities or items deletion by UNDP.
Q10	Please clarify the Terms of Payment?	A10	Please refer to Financial Bid, Section 7, clause 3.
Q11	Please clarify the mechanism of the substantial completion?	A11	Please refer to UNDP General Conditions of Contract for Works, clause 46.
Q12	Please clarify the mechanism of the final completion & defects liability?	A12	Please refer to UNDP General Conditions of Contract for Works, clause 47.
Q13	Please clarify the cost of the laboratory tests?	A13	Please refer Schedule of Requirements & Technical Specifications, Part 2, clause 2.3.
Q14	What is the period of the defects liability?	A14	Please refer to clause #47 "Defects Liability" of the UNDP General Conditions of Contract for Works. The expression "Defects Liability Period" shall mean the period of twelve (12) months , calculated from the date of completion of the Works stated in the Certificate of Substantial Completion issued by the Engineer or, in respect of any Section or part of the Works for which a separate Certificate of Substantial Completion has been issued, from the date of completion of that Section or part as stated in the relevant Certificate.
Q15	Can the bidder use a Bid Security for previous tender with UNDP?	A15	No. The bidder must submit a bid security as per the requirements mentioned in the Data Sheet, D.S.9, D.S.10 & D.S.11.
Q16	If the bidder wants to apply for the three lots, does that allowed? If yes, the bidder has to submit three submissions for the three lots?	A16	The bidder can apply for one lot, two lots or three lots. For the awarding mechanism, please refer Section 2, Instructions to Bidders, Data Sheet D.S.31 to D.S.35. The bidders have to submit the following: ✓ Bid security, all required document and data as mentioned in section 2, Instructions to Bidders, Data Sheet. ✓ All required submission forms as mentioned in sections, 4, 5 & 6. ✓ Signed & stamped financial bid (BOQ). ✓ BOQ in excel. The bidder has to fill the unit rates only. The excel sheets are formulated, so the bidder has to fill only the unit rates without changing any other cells inside the excel sheets.
Q17	If the bidder wants to apply for more than one lot, does one working group (team) is enough?	A17	No. In reference to Section 3, Schedule of Requirements & Technical Specifications, clause 2.22, for each lot the



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#	Questions Raised During the Meeting	#	Answers
			bidder must submit CVs for the minimum required staff. In case one bidder won more than one lot, the bidder must be able to supply the required resources (manpower & equipment) for each lot duly.
Q18	Are the financial audit statements (turn over) and the bank letter both required or only one of them?	A18	Both of them are required and mandatory. Please refer Section 2, Instructions to Bidders, Data Sheet D.S.32.

4 REMARKS

UNDP informed attended bidders that they can send their requests for clarifications till five (5) calendar days before the submission deadline date.

All the received bidders' questions and UNDP's answers will be published on UNDP website to be available for all interested bidders.

5 CLOSURE

The meeting was adjourned at 11:30 am.