



MINUTES OF PRE-PROPOSAL MEETING

REQUEST FOR PROPOSALS

ITB –379/17 PROFESSIONAL ENGINEERING SUPERVISION AND MONITORING SERVICES FOR REHABILITATION AND RECONSTRUCTION OF AL QAYARAH GENERAL HOSPITAL

Date: 26th December 2017
Time: 11h00 to 11h55, 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 RFP document.

RFP consists of the following sections:

- Section 1 – This Notice of Invitation;
- Section 2– Instructions to Proposers (including Data Sheet);
- Section 3– Terms of Reference;
- Section 4– Proposal Submission Form;
- Section 5– Documents Establishing the Eligibility and Qualifications of the Proposer;
- Section 6– Technical Proposal Form;
- Section 7– Financial Proposal Form;
- Section 8 – Form for Proposal Security [Not Applicable];
- Section 9– Form for Performance Security;
- Section 10– Form for Advanced Payment Guarantee [Not Applicable];
- Section 11 – Contract for Professional Services, including General Terms and Conditions;
- Appendix A – Instructions manual for use of the E-tendering system by suppliers.

2 ATTENDANCE

2.1 UNDP Representatives at the Service Center.

#	Name	Job Title
1	Eng. Ibrahim Musa	Construction Project Manager
2	Anwar Ul Haq	Procurement Analyst
3	Dyar Ali Hasan	ICT Assistant

2.2 Bidders (via Skype)

#	Bidder Name	Representative	Email	Mobile
1	Semou Al Iraq Company	Ammar Al Khalid / Project Engineer	semoualiraq2@gmail.com	009647710666744
2	Iratec Co.	Mudhar Al Samarraie / Project Engineer	mail@iratec.com	00962792293523



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3 QUESTIONS AND ANSWERS

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

#	Questions Raised During the Meeting	#	Answers
Q1	There is contradiction between the Staff Required clause in the TOR & the Technical Scoring From #3 (Personnel). Please clarify.	A1	An amendment will be published on UNDP website regarding this issue.
Q2	What are services that will be included in the proposer's price?	A2	Please refer to the TOR which covered in details the required services. As brief, the required services will be all required services of any type related but without being limited to supervision, monitoring, construction management ... etc. Also, the price will cover the whole defects liability period of the construction contractor starting from successful and approved substantial completion inclusive one year as defects liability period with managing the defects with the construction contractor & end user till issuing the final completion certificate by UNDP.
Q3	What are the facilities that will be provided to the consultant?	A3	No facilities will be provided to the consultant from any party. All required facilities for proper development of all phases of the assignment shall be its own responsibility. Unless otherwise explicitly called upon, any facilities shall be deemed included and/or surcharged in/to the consultant's fee rates. All facilities, equipment, resources, and other expenses necessary for the proper performance of the services and to be provided by the consultant should be broken down in their unit prices.
Q4	In case modifications to the design is required during implementation, who will do that?	A4	In case of modifications to the design is required, then UNDP will return back to the original designer to do that. But, in case the modifications can't be done for any reason, then supervision consultancy firm hired by UNDP by this tender must do all required modifications of any type inclusive (drawings, BOQs, technical specifications, schedules ... etc.) and obtain approval duly from UNDP & the end user without any additional fees. So, in case supervision consultancy firm hired by UNDP by this tender will do the required amendments of the design, the supervision consultancy firm thereafter assume sole responsibility for the technical adequacy, competence, and structural soundness of the design and technical specifications from all aspects.
Q5	Is there any special conditions to this tender?	A5	Yes. The special conditions are as the following: In accordance with the Contract, the following special conditions shall supplement or replace the provisions



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#	Questions Raised During the Meeting	#	Answers
			<p>of General Conditions of Contract for Services (hereinafter “the General Conditions”).</p> <ol style="list-style-type: none"> 1. UN Security standards do not apply to the Contractor’s personnel, thus the Contractor’s personnel are not obliged to follow the UN declared movement restrictions or other confinements called for security purposes for the locality where the services are provided, unless deemed necessary by the Contractor and/or the Service Provider. If UN movement restrictions or other confinements are observed, no payments shall be processed by UNDP. 2. In the event when a Contractor and/or Service Provider is prevented from working due to circumstances beyond his/her control, payments as applicable shall be discretion of the respective UNDP Manager with appropriate authority. 3. The Contractor’s personnel are not subject to the United Nations Management System and therefore UNDP has no obligation to provide security support to the contracted personnel and assumes no responsibility whatsoever for the safety and security of said contracted personnel. The Contractor must assume full responsibility for the security of the contracted personnel and must provide UNDP with adequate proof in the form of a Security Plan, or similar, that adequate precautions and procedures have been considered and implemented to ensure the safety and security of the contracted personnel. However, when in UN facilities, the contracted personnel will be obliged to comply fully with all UN security policies and procedures. 4. UNDP will not provide, nor arrange for, accommodation, security, life-support and logistical support to the contracted personnel. The contractor will be responsible to ensure that their personnel are provided with secure accommodation and transportation, medical support, security support and life-support in accordance with local, current, and potential future, security conditions, as assessed and advised by a professional security advisor and/or in accordance with the policies of the insurance underwriters. On an exceptional basis, should transportation be necessary in a UN or UNDP vehicles and or aircraft, the contracted personnel will be required to comply fully with UN and UNDP security and transportation policies and procedures. 5. The contractor will be responsible to provide the contracted personnel with all security emergency



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			<p>equipment they may require such as ballistic helmets (equivalent to NIJ Level III) and ballistic vests (equivalent to NIJ Level IV), communications equipment such as satellite phones, mobile phones, etc.</p> <p>6. The contractor will be responsible for all transportation & travel, both to and from site and also within the country. UNDP will only provide assistance in securing seats on UN, or other, flights where civil aviation services are not available, and if so, the contracted personnel will be required to comply fully with all UN security and transportation policies and procedures.</p> <p>7. The contractor will be required to provide the contracted personnel with adequate life and medical insurance in accordance with local, current, and potential future, security conditions, including sufficient cover for emergency medical air evacuation, from their duty-location, as assessed by a professional security and/or medical advisor, to a suitable location, including the cost of ongoing medical treatment. UNDP is not responsible to provide medical services or emergency medical evacuation, by air or by road, to the contracted personnel.</p> <p>8. Suspension UNDP may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Consultant to remedy such failure within a period not exceeding thirty (30) days after receipt by the Consultant of such notice of suspension.</p>

4 REMARKS

UNDP informed attended bidders that they can send their requests for clarifications till seven (7) 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 11h55 Iraq local time.



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