


**UNDP Operations Service Center, Erbil - Iraq**  
**Minutes of Pre Bid Meeting via Skype**  
**Date: 2 January 2018**  
**Time: 11:00am-12:30pm**

**Reference: ITB- 326-17- Rehabilitation of Falluja Teaching Hospital - Anbar Governorate**

S/N	Question	Answers/clarification
1	Where we can submit our offer	<p>The bids can only be submitted through E-Tendering Portal of UNDP. The details on the registration process is provided in attach presentation.</p>  <p>Microsoft PowerPoint 97-2003 Presentation</p>
2	Will it be possible to arrange a new site visit	<p>UNDP will organize a new site visit on Sunday 14 January 2018. For further details please contact the following UNDP Engineer;</p> <p>Focal Person: Engr. Moamin Jameel Alghassani Email: <a href="mailto:Moamin.alghassani@gmail.com">Moamin.alghassani@gmail.com</a> Mobile: +964-07818080966.</p>
3	Is the liability to open L/C for the imported equipment	<p>UNDP is exempted for all sort of duties and taxes. The equipment should be imported in the name of UNDP and UNDP will issue a facilitation letter to company for customs clearance. Please note that it will be successful bidder's responsibility to clear the shipment and deliver at site. Further, the company should submit the request to UNDP 2-3 weeks prior for obtaining exemption letter.</p>
4	Is there any condition for brands/country of origin for the equipment listed in the BOQs	<p>There is no preference on the country of origin. The equipment meeting the required specifications as well as offering the warranty coverage will be accepted by UNDP. The bidders must offer the local maintenance and after sale services.</p>
5	How the generator should connect	<p>Please refer to electrical drawing all information is provided.</p>
6	Specification 09560 not mentioned in ITB	<p>There is a typo. The correct number should read as 09650 instead of 09560. Section 09650 is available in Technical Specifications.</p>

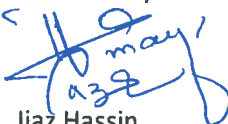
S/N	Question	Answers/clarification
7	In ITB section 7 page 53 is not clear	The bidders must provide the summary of each category (Architectural, Mechanical, Electrical, Structural, Signage) exactly as listed in the BOQs in excel.
8	Is there any independent party to monitor the work	There is a strong likelihood that UNDP will hire a third-party consultancy firm to monitor the work. In parallel UNDP Engineers will also monitor the progress of the work on daily basis.
9	Will it be possible to extend the deadline for submission	Based on various request received from the firms/companies, the deadline has been further extended till 31 January 2018.
10	Can we submit our bid as Joint Venture	Yes, you can submit your bid as Joint Venture. The company should submit the clear agreement between both parties; experience details, bank statements and clear roles and responsibility for each entity.
11	Site Work Item 1.4 the formula is not correct	The formula has been corrected and revised BOQs has been uploaded with the event.

#### Meeting Summary:

- Mr. Ijaz Hussain, Head of Procurement hosted the conference started with an overview of the ITB 326/17.
- Bidders asked questions related to specific requirements of the ITB as explained above.

#### Attendance: UNDP SC

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|-----------------------------|------------------------|
| 1. Ijaz Hussain             | Head of Procurement    |
| 2. Ibrahim Musa             | Project Engineer, UNDP |
| 3. Mohammad Mustafa Arabzad | Procurement Analyst    |

Your Sincerely  
  
 Ijaz Hassin  
 Head of Procuremnet