

MINUTES OF PRE-BID MEETING

INVITATION TO BID

ITB – 2018/1 Street Lighting Through on-grid hybrid Solar Power System – Al Ekaider Landfill in Irbid Governorate, Jordan

Date: 1st February 2018

Time: 10:00 am to 11:15 pm

Venue: UNDP Jordan Offices in Amman, Jordan

1 PRESENTATION

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

ITB consists of four volumes:

1) Volume (I) Invitation to Bid

2) Volume (II) 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 – Material and works Compliance Specification

Part 6 – Drawings

3) Volume (III) - Part 1: Submission Forms, which includes the following parts:

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 [Refer Volume IV]

Section 8 – Form for Bid Security

- **Part 2 – Contract Documentation**

Section 9 – Form for Performance Security

Section 10 – Form for Advanced Payment Guarantee [*Not applicable*]

Section 11 – Contract to be Signed, including General Terms and Conditions

4) Volume (IV) which includes the following:

Section 7 – Price Schedule / Financial Bid

2 PRE-BID MEETING ATTENDANCE

The meeting was attended by the interested entities with UNDP representatives.

3 SITE VISIT

The bidders had the site visit on 4th Feb.2018, where UNDP arranged the transportation facility, at UNDP premises (Ishaq Al Edwan Street, Building no. 16 - Opposite to Shmeisani Police station.) on 4th February 2018 at 08:30 am.

The visit was attended by the interested entities with UNDP representatives.

4 QUESTIONS AND ANSWERS (BOTH FOR PRE-BID MEETING AND SITE VISIT)

During the presentation, the following questions were asked by the bidders:

#	Questions raised during meeting	#	Answers
Q1	How is offer submitted?	A1	The ITB documents shall all be stamped, an authorized person should be specified by Bidder, and check list for documents should be abided to. Prices should be in USD, and language used should be English. The Bidders should add their letter head to all documents.
Q2	Is there a financial reward	A2	There is no financial incentive for early completion, however, for later projects, the final evaluation of Contractor will be affected by the completion time.



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#	Questions raised during meeting	#	Answers
	for early completion?		
Q3	Can you elaborate on Bid evaluation process?	A3	Please refer to volume I, Section 2, Instructions to Bidders, Data Sheet, DS.25 to DS.34. There will be 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 clause 30, volume I, Section 2, Instructions to Bidders.
Q4	There are some catalogs in the design, is the Bidder obligated to supply the same brands?	A4	All these catalogs are used as samples (as shown in drawings titles), The Contractor shall supply material of similar specifications and design or better. The same applies for BoQ, if any brand is mentioned.
Q5	What is the licensing procedure and application for Respective Electricity Company and Ministry of Energy and Mineral resources and other parties?	A5	The Contractor shall apply for the authorization for the solar power station (since it is more than 20 KW) with issuing and adjusting any necessary drawings with Engineering office stamp and Jordan Engineer's Association stamp. Contractor shall coordinate with JSC-Irbid and MoMA and represent them with regards to this issue and pay all cost and required fees. There is a smart meter near new admin building, the Contractor shall try to connect new solar power station shade next to new admin building (serving roads 4&5 and possibly 3), if not approved by Electricity Company and MEMR, Contractor will connect to the new smart meter to be installed near old admin building. The Period of issuing such authorizations is part of the 18 weeks' duration of project, and Contractor shall make this his first activity of Project.
Q6	If authorization is delayed by MEMR or other parties, will there be any time extension. And what works	A6	Any time extension request will be verified and validated by UNDP in accordance to Contract conditions, with no added cost or price claim allowed by Contractor. Contractor shall start with the poles installation and finish all civil works and earthworks, the installation of items related to MEMR and Electricity Company approval is after getting this approval, otherwise is done on Contractor's own responsibility.



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#	Questions raised during meeting	#	Answers
	could Contractor proceed with until that time?		
Q7	Could you elaborate on the items related to generator?	A7	The generator is to have a local supplier for maintenance issues (after sales services and warranty), and shall have its own fuel tank, the generator shall be connected as standby for street lighting poles, (old admin building, entrance building) or new admin building, and weighing bridge room. A fence similar to the one at workshop external area (east) shall be constructed with door and warning signs. The location of the generator will be either near old admin building or near Cell#1 transformer.
Q8	Could you elaborate on the items related to maintenance of poles?	A8	The maintenance will include changing all light fixtures to be similar to the new one, supply & install cables, paint and any repair/change damaged part of pole and support system. Refer to BoQ. There might be some additional poles under maintenance, mostly on the road in-front of old admin building.
Q9	Are quantities to be implemented exactly the same as in BoQ?	A9	The BoQ quantities are estimates, however no change in quantity or omission will allow change in unit price. Provisional items in BoQ are only used upon written instructions from UNDP.
Q10	With regards to the mounting system, is the contractor obligated to use Schletter system	A10	The required specification of contractor is to present a similar system of same material and design, where contractor shall submit shop drawings before commencement of work.
Q11	Is it required to have a lighting system beneath mounting system?	A11	Yes, the BoQ states that 1 of 25-watt lamp for each shade (part) which is to be considered as one lamp for each 6 modules (external lamp IP 66), with all required, conduit, wiring, water proof switches, breakers to the nearest DB.
Q12	Why are there 4 wires in the cabling for	A12	3 wires will be for the street lighting as per design drawings, and the extra cable will be for future use not related to the street lighting.



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#	Questions raised during meeting	#	Answers
	street lighting points?		
Q13	Is there a sensor to be used for the system to light at certain time?	A13	Yes, a photocell sensor is to be included in the system's prices to automatically turn street and shades lighting upon sunset and turn them off upon sunrise.
Q14	How to submit financial offer?	A14	As required in ITB documents, with soft filled copy of the protected excel sheet of BoQ on UNDP procurement web site.
Q15	Is joint venture allowed, and are international companies allowed to bid?	A15	Yes, joint venture is allowed, where the collective capacity of the joint venture will be looked into to the requirements of bid, however, the joint venture shall include all works and to assign leading company (leading company shall at least have 40% of required turnover). International companies could apply if they have permit to work in Jordan or through a joint venture with local company.
Q16	What is required for turnover?	A16	Minimum 350000 USD per year for the last three years and minimum average turnover of the three years of 500000 USD.
Q17	Where could we find contract, conditions mentioned in the ITB?	A17	A condition to the copy found on below link of previous similar ITB: http://procurementnotices.undp.org/view_file.cfm?doc_id=120240

5 REMARKS

UNDP informed attended bidders that they can get copy of the "UNDP General Technical Specification for Building Construction Works" upon their request.

UNDP requested the bidders to read & study the ITB documents carefully.

6 CLOSURES

The meeting was adjourned at 11:15 pm, 1st February 2018, and site visit adjourned on 12:00 pm on 4th February 2018.

7 PHOTOS

