

Pre-bid Meeting Site Visit Record

Request for Proposal

RFP / 2018 / 6: Elaboration and Preparation of full Environmental and Social Impact Assessment ESIA for Construction/ Operation of Municipal Transfer Station at Al Taybeh Al Jadeedeh Municipality

Date: 16th April 2018

Time: 10:30 am to 12:00 pm.

Venue: Al Tyabeh Al Jadeedeh Municipality building and nearby dumpsite

1 PRESENTATION

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

RFP consists of following documents:

- Letter of Invitation
- Instructions to Proposers (including Data Sheet)
- Terms of Reference
- Proposal Submission Form
- Documents Establishing the Eligibility and Qualifications of the Proposer
- Financial Proposal Form
- Contract for Professional Services, including General Terms and Conditions

2 ATTENDANCES

The meeting was attended by the interested entities with UNDP representatives and Mayor of Al Taybeh Al Jadeedeh

3 QUESTIONS AND ANSWERS

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

#	Questions raised during meeting	#	Answers
Q1	The language of the report?	A1	The language of the report must be in English and Arabic.
Q2	What is the reporting mechanism?	A2	The reporting method will be as in RFP documents including bi-weekly report, which will be customized based on project needs and UNDP requirements. also, coordination meetings shall be scheduled during contract as seen needed by UNDP.
Q3	Where is the nearest residential area, what are the components of the landfill and existing transfer station?	A3	Bidders were allowed to make their own observations and data collection through the site visit, and the location is open and available for visits by bidders at any time before closing date of offers.
Q4	Will there be an extension of the duration of the tender?	A4	In the case of extending the duration of the tender, it should be clearly justified and in any case, it should be a No-cost extension of contract and related tasks.
Q5	Is joint venture allowed, and are international companies allowed to bid?	A5	Yes, joint venture is allowed, where the collective capacity of the joint venture will be looked into to the requirements of bid, however. International companies could apply if they have permit to work in Jordan and by MoEnvr. or through a joint venture with local company.

#	Questions raised during meeting	#	Answers
Q6	What is the security training, would it bear any additional cost to the contractor?	A6	The security training is an online training system to build the capacity of the contractor's staff with regards to security during their trips to site, it is fully free to access online, read the material and make the assessment, no cost will be required from contractor for accessing this system.
Q7	Regarding Air quality expert, is it acceptable to submit the profile and certification of an air quality lab which will conduct the air measurements (if required), instead of Air quality expert as mentioned in the pre-bid meeting.	A7	Bidders shall commit to the requirements of RFP regarding staff members required, and at this stage or later on for any laboratories required for the completion of assignments, appointment request of lab shall be submitted to UNDP for review and approval. The contractor could make the air quality expert confirm their availability if contract is awarded to the bidder.
Q8	Please identify the number of air quality measurements required for this study (as well as, parameters to be measured), in order to unify pricing scale.	A8	The measures and parameters shall be as per Jordanian laws, rules and regulations of and Ministry of Environment (MoEnvr.) and as required for MoEnvr. Approval.

4 SITE VISIT SUMMARY

The bidders were informed of site visit, which took place on the 16th of April 2018. Bidders had a completed tour around Al Taybeh site. A stop was made on site for bidders to evaluate the conditions at nearby residential area also.

6 CLOSURES

The pre-bid meeting and site visit were adjourned at 12:00 pm.

7 PHOTOS

