



## Pre-bid Meeting Site Visit Record

### Request for Proposal

#### ITB 2018/02: Roads Rehabilitation and Greenbelt at Al Ekaider Landfill

**Date:** 11<sup>th</sup> & June 2018 and 12<sup>th</sup> June 2018

**Time:** 10:00 am to 12:00 pm each day.

**Venue:** UNDP Offices in Amman and Al Ekaider Landfill Site

#### 1. PRESENTATION

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

ITB consists of following documents:

Section 1: Letter of Invitation

Section 2: Instruction to Bidders

Section 3: Bid Data Sheet (BDS)

Section 4: Evaluation Criteria

Section 5: Schedule of Requirements and Technical Specifications

Section 6: Returnable Bidding Forms

- Form A: Bid Submission Form
- Form B: Bidder Information Form
- Form C: Joint Venture/Consortium/Association Information Form
- Form D: Qualification Form
- Form E: Format of Technical Bid
- Form F: Price Schedule
- Form G: Form of Bid Security



## 2. Pre-bid Meeting

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

## 3. SITE VISIT

The bidders had the site visit on 12<sup>th</sup> June.2018. The visit was attended by the interested entities with UNDP representatives and Al Ekaider Site Manager; Eng. Ashraf Bani Hani.

## 4. QUESTIONS AND ANSWERS

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

#	Questions raised during meeting	#	Answers
Q1	How is offer submitted?	A1	The ITB documents including BoQ shall all be signed and 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 for early completion?	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. The contractor is expected to complete before the 10 weeks period where the project requires less time to be completed. Reward will be for Lowest priced technically responsive, eligible and qualified bid
Q3	Can you elaborate on Bid evaluation process?	A3	The bid evaluation will be done through the following stages: <ul style="list-style-type: none"> <li>• Preliminary Examination Criteria: Bids will be examined to determine whether they are complete and submitted in accordance with ITB requirements on a Yes/No basis:</li> <li>• Minimum Eligibility and Qualification Criteria</li> </ul>



#	Questions raised during meeting	#	Answers
			<p>Eligibility and Qualification will be evaluated on a Pass/Fail basis.</p> <ul style="list-style-type: none"> <li>• Technical Evaluation: The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in the bid document.</li> <li>• Financial Evaluation: Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F. Comparison with budget/internal estimates.</li> </ul>
Q4	Are quantities to be implemented exactly the same as in BoQ?	A4	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.
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 considered to the requirements of bid, however, the joint venture shall include all works and to assign clearly the leading company. International companies could apply if they have permit to work in Jordan or through a joint venture with local company.
Q6	Could you elaborate on staff and machinery required?	A6	The main staff required is mentioned in the ToR (civil Engineer, Agriculture Engineer and Surveyor) full time on site, the rest that are mentioned in the manpower and Machinery schedules are indicative, however, in case UNDP observe delay in works, UNDP could force the Contractor to provide and prove availability of such staff and make all full-time staff and machinery available in schedules available during project on site for no extra cost.



#	Questions raised during meeting	#	Answers
Q7	Who will supervise the project?	A7	UNDP team in coordination with JSC and Municipality of Irbid Engineers. The management style of project is explained in ToR. Below required quality might be grounds for contract termination without compensation for contractor. Any missing requirement to complete works mentioned in BoQ shall be considered as if it is required and covered by bid price offer by contractor with no extra cost or compensation for contractor.
Q8	How will the site be used during construction works of this contract?	A8	There will be other contractors working on site through UNDP or other agencies/organizations in addition to the fact that the landfill is operational, the contractor has to coordinated with other contractors and take permission of Landfill management before starting works that would interfere with landfill operations, and complete these works ASAP once agreed with site management. No time extension is allowed due to the requirements of coordination and permissions system of works, and in case a time extension is valid, there will be no allowed cost compensation for Contractor.
Q9	Is this project tax exempted?	A9	UNDP has tax exemption letter that could be shared with Contractor, however, UNDP does not guarantee that contractor will benefit of this letter for the nature of this project, hence, the contractor shall bear all costs of project wither exempted or not, without adding any cost of taxation on UNDP.



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## **5. SITE VISIT SUMMARY**

The bidders were informed of site visit, which took place on the 12<sup>th</sup> of June 2018. Bidders had a completed tour around site, from entrance to admin building, workshop & maintenance area, and roads near dump area. Various stops were made on site for bidders to evaluate the conditions of roads and works to be implemented.

## **6. CLOSURE**

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