

United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الأمم المتحدة الإنمائي / برنامج مساعدة الشعب الفلسطيني



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Addendum No. 3 dated 2 July 2018
[ITB- PAL-0000047912]

Pre-bid Meeting Minutes - Addendum No 3.

Subject: ITB- PAL-0000047912 - LOT 8: Rehabilitation, Finishing and Furnishing of the Arab Orthodox Cultural Center

Issue Date: 05 June. 2018

Closing Date & time 3 July 2018@ 12:00hr.

Extended Closing Date & time: 19 July 2018@ 12:00hr.

Dear Bidders,

This correspondence pertaining to the above-mentioned project should be considered as an integral part of the tender documents. Below please find the UNDP/PAPP clarifications and an official reply to all inquiries raised by participant bidders following the pre-bid meeting which was held on 20th June 2018 and the site visit which was held on 20th June 2018.

The following clarifications are considered as **Addendum No. 3** to the Invitation to Bid, which shall be deemed to form and be read as part of the tender:

1. All participating Bidders shall provide all Evaluation Criteria Requirements as shown in the Invitation to Bid.
2. Unit rate in US\$ not including VAT (the winning bidder will submit agreement with bank to fix exchange rate) .
3. Unit prices shall include any Bank Charges due to payments transfer.
4. The project period is 12 calendar months.
5. All imported materials or equipment, submitted by the contractor as substitute to the specified, will be accepted and considered equally approved as long as they are:
6. equal in quality, durability and efficiency, all to UNDP engineer judgment.
7. represented in the country by a reputable, qualified and credible agent.
8. Winning Contractor will be responsible for the submission of safety procedure plan for approval. Safety measures are an important part of the project. All workers, engineers and visitors on site shall use safety tools and wear Safety uniforms, to be all in accordance with contract Safety requirements and UNDP' Engineer instructions. The bidders shall include in their prices the provision of the necessary insurances for the project in accordance with the general terms and condition of contract, and enough to cover the expected risk in the works. As per clause 23 of the general conditions, the contractor is obligated to furnish the insurance policies before commencing the Works. The price shall also include protection of the existing finishing, electrotechnical, etc works according to engineer instructions for example works in theater, ball room, ...etc.
9. Working hours for the project is from 08 a.m. to 3 p.m., Sunday through Thursday. No work on Saturdays. Contractor who needs to work after these times must take the prior approval of the engineer.

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10. UNDP will be responsible for VAT Exemption only, tax, customs and duties exemption will be the contractor's responsibility only.
11. Bidders shall furnish actual price analysis for all items in the Bill of Quantities, cash flow and time schedule. Accordingly, no claim will be accepted to complete the works according to common practices, technics, and specification to achieve high quality of works. The price analysis should show inclusion of temporary works, transportation and safety.
12. Rates of items shall include such costs for safely measures/dismantling/ reinstalling/ demolishing/ proper storage and removal of materials/items/utilities/protection of existing items, devices or any kind of obstacles requires to complete different contract items. The price shall also include any needed reinstatement activities to professionally work activities, the price shall also include costs for the removed of any surplus unwanted materials to locations identified by the engineer.
13. The Winning Contractor shall be responsible for installing and fixing (3) signboard of size 350x200cm to be located on the place indicated by UNDP Site Engineer. At the end of project, the contractor will install three Karara marble board to be located on the place indicated by UNDP. The size 120x 100x 3 cm including all logos and necessary engraved text to be installed on each site.
14. The Wining Contractor shall secure all materials within the mobilization period and store them in UNDP stores. The quantities delivered to the site will not exceed the consumption of activities for one day. All relevant transport expenses are deemed included within the unit price of items.
15. Mobilization period is seven days and works has to start immediately.
16. In case of failure in securing the materials, UNDP has the full right to terminate the contract without bearing financial implications.
17. The contractor must directly start the purchase of all materials in the bill of quantities after from receiving the approval of materials, and he must provide the UNDP with all the required documents, which confirm the purchase of materials with invoices, and LC of the bank. In case the contractor has delayed in issuance of purchase order for the materials, UNDP has the full right to terminate the contract without bearing financial implications. On delays that are unjustified. Such delays will be included in delay report and considered as liquidated damages.
- 18. The contractor should take into his consideration the local market prices for all required materials with the same specification mentioned in the contract. And the winning contractor must secure all materials from the local markets and from international markets on his own responsibility and store them in his stores. Entry of materials remains the responsibility of the contractor and UNDP only will facilitate the process.**
19. UNDP confirms that the technical staff should be engaged on site on full time basis and have the sufficient experience and capabilities of carrying out their duties. UNDP will deduct the amount of US\$ 50 for each day of the absence of any member of technical staff in the interim payments to the contractor and these deductions are non-refundable.
20. The Contractor is fully responsible for the protection and preservation of the quantities supplied materials, either on-site or factories. The Contractor shall bear all relevant costs in that regards.

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21. Any debris and unused materials resulted from activities should be transferred to dump site or any location as directed by the engineer.
22. The contractor should submit detailed work plan that includes traffic plan, working hours, safety measures, materials storage area, method of disposal of rubble safely and finishing works in the floors to take the approval of the supervisor engineer.
23. Contractor shall take into consideration that all – direct and indirect Works and their relevant expenses required for proper implementation of the project including temporary facilities, fencing, temporary entrance, securing utilities (water, wastewater, telephone, internet and electricity systems) as well as making safe access to allow inspection of work. The contractor will be accountable for all necessary equipment, materials and activities to assure the safety of people the vicinity, where an approved safety plan will be prerequisite to initiating activities along with installing all required components and materials necessary for safety of workers, project team as well as people at university. All relevant costs are deemed to be included in the unit price in addition to the required re-instatement Works needed to bring the original facilities to its original status before addition of temporary Works. In case of any deviation from the above regarding needed safety measures, and regarding implementation of safety plan and standards, UNDP will be obliged to stop the works immediately and consider the relevant stoppage duration as unjustified delay where liquidated damage will be applied with additional USD 100 per day. Deductions will be applied immediately from running payments for each reported violations of safety procedures by UNDP engineer.
24. Discrepancies and mistakes in tender documents: In case there is discrepancy in the tender documents, the Engineer will verify the correct specification of any item in the tendering stage. In case there is missing information in the contract documents or discrepancy or review and approval of the engineer, improper description of details of the items, it doesn't relieve the contractor from carrying out the item in the most correct manner as if identified and properly described in the original tender documents. The contractor has to acknowledge the engineer in case of omission, discrepancy or mistakes in the tender documents in the tendering stage and price according to the engineer answer.
25. The amount of any interim payment submitted by the contractor should not be less than **10 %** of the contract value.
26. The advance payment is allowed up to a maximum of 10% of contract value, and the guarantee of the advance payment is not allowed to be reduced during the life cycle of the project. And will be fully deducted when 80% of anticipated works executed are completed.
27. The contractor at his own expenses shall provide any test as requested by the engineer's Representative for any materials supplied, installed, or stored in the site according to the stipulated tests in the general specifications. The contractor has to secure devices and equipment that are necessary to test sanitary mechanical and electrical works....etc as requested by the Engineer
28. The contractor should take into consideration while pricing that there isn't enough space in the centre for contractor offices and stores, the contractor should secure places near the centre.

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29. The contractor must submit full detailed documents, CV's for the subcontractor including the PV suppliers for the technical evaluation criteria. The subcontractor official documents should include proofs of implementation of PV systems in a timely manner meeting quality and timeframe.
30. The acceptance of the contractor's offer will take into consideration the capacity as well as the experience of his subcontractor for renewable energy works.
31. The subcontractor official documents should include proofs of implementation of PV and HVAC systems in a timely manner meeting quality and timeframe.
32. Contractor's previous and/or current performance with UNDP and any other organization is one of the main criteria in the evaluation of the contractors and can be a strong basis for refusing the bid.
33. The Contractor must provide a full analysis of cost of materials and should be presented in a separate line for each item separately.
34. The Contractor must provide work plan explaining all the work activities (delivery, & installation) in parallel so that he can finish in the specified period of the project.
35. A rented automatic car at least model 2015 is to be available along the project working day for the use of the supervision team only, including **1200 NIS** for fuel per month. In addition to **500 NIS** for communication per month. The mentioned transportation facility will be availed during the full implementation period of the project until successful hand over.
36. The unit price must include the protection all existing facilities in the theatre and the contractor shall submit method of statement for implementation of all needed works in the theatre including the procedure of scaffolding without dismantling the existing chairs in the ground floor, including protection all existing facilities (chairs , curtains, marble,ect). The approval of the supervisor engineer must be taken before starting works activities in the theatre.
37. Throughout the whole implementation period, **four engineers** of five years' experience will be paid an amount of **USD 1500 per month for each engineer**. The engineers will be appointed by the supervision and report directly to the supervision team and will attend from commencement of mobilization works until the preliminary handing over certificate is signed.
38. Conducting beginning and final ceremonies for at least **300 person** which include the following items; stage, banners with aluminum holder, high quality leather publications, chairs, tables, shed, sound system, electricity generator, podium, water bottles , cake , snacks, juice bottles, refreshments, flagpole, curtain, music band, pop up, karara marble with all needed stainless steel holders and stands , media coverage "photo and video" and any other items as requested by UNDP.
39. Producing of time laps video covering all the project activities during whole implementation period from the beginning of the work till the final ceremony. This video should include meeting with project stakeholders in the field to collect and record data; present draft video after incorporation of comments and feedback; present the approved FINAL productions mentioned above in HD quality in DVD version and hand over 2 master copies of each version to UNDP and two extra copies with the extra footage for future usage on extra hard disk device. The final version of the film has to be **5 min** and the photographer have to provide UNDP with all the raw materials of filming. This video must be done by qualified media company and need prior approval from UNDP/PAPP.

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40. Preamble of bills has to be read with the individual items and any costs implied on the items within the preamble will be deemed included within the unit rate of the different items.
41. **The original Bill of quantities is hereby replaced by a revised version, attached to this addendum. Interested bidders are there required to dully fill in/ price and submit the revised version of the BOQ along with their bids. In case any bidders use and submits the unrevised/original version of the bill of quantities, this shall cause UNDP to reject his bid as unresponsive. In case the bidder submits both versions of the BOQ, then UNDP shall consider only the revised BOQ version when evaluation his bid.**
42. For all kinds of Marble works white cement only will be used for implementation.
43. For item No 2.9 the skirting height is 10 cm .
44. For item No 2.10, item no.2.11 and item no 2.12 the skirting height is 7 cm .
45. For item No 2 .14 the skirting height is 10 cm .
46. For Item No 2.31 the wooden posters 2x5cm made of natural hard wood Zan.
47. For item No 2.36 the clay roofing tiles will be executed as described in BOQ .
48. For item No 2.37 & item no.38 Measurement will be according to the horizontal area.
49. Item No 3.3 with overall size 90*240 cm instead of 100*240cm.
50. Item No 3.4 the internal stiffeners with 35*36 mm cross section each 3.5 cm.
51. The unit rate of aluminum windows 7000, 8100, 9000, P100 or approved equivalent double colored secured glass(Sekoret) 6mm thick (one layer reflected and the other is clear).
52. Item No 4.2 with " Embatia" frame
53. Item No 4.21 the price includes removal of any obstacles, dismantle and reinstall existing chairs at theatre balcony and all related work to complete the job.
54. item No 4.24 including two layers secured glass (Sekoret)of clear glass 6 mm
55. Item No 4.25 secured glass partitions 10 mm thickness and 1.00 m height for the theatre balcony , and the unit rate shall include cutting the existing concrete parapet up to required level and removing all debris to approve dump site, and all required painting works for parapet sides to match the existing painting in type and colours.
56. All wooden doors items will be with aluminum heel and painted with platora paint .
57. The mentioned size of all wooden doors items in the BoQ are the over all size of each door and the price include supplying and installation of aluminum heels and false frame as shown in drawings
58. Item No 5A.4 wheel chair will move vertically to the theatre level and also for the GYM. Hall.
59. Item No 5B.1, 5B.2 , 5B.3 , 5B.4 and 5B.5 the mirrors size as described in the BOQ.
60. Item No 5B.28 the unit rate shall include reinforced concrete foundation 20 cm thick. For the whole area underneath all new water storage tanks in addition to extra concrete base 20% from the area and internal diameter of all pipes connections between the tanks shall be 2".

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61. For item no (5B.17) the contractor shall submit the required pumps (Grundfos, KSB or FLYGT) with detailed shop drawings including all fittings to get the required approvals before supplying materials.
62. For R.O the PPR water tanks will be 2000 litter capacity as described in item no 5B.27.
63. For item no 5B.30 as described in the BOQ the unit rate shall include (Design, Supply, install, test and commission the R.O) in addition to supply and install all required associated mechanical and electrical installations with full integration with other parts.
64. Item No 6.16 the depth of the concrete sewer tank is 5.00 meters as described in the BOQ.
65. Item No 6.23 the height of Gas cabinet is 200 cm.
66. Item No 6.26 (coloured polycarbonate sheets 3mm) is required as mentioned in the BOQ.
67. Item No 6.27 the height is 60cm as mentioned in the BOQ.
68. All refrigerant gas shall be (environment friendly) R 407, R405 or R410 related to the compressor specifications .
69. For Bill No. (8) Furnishing works with High quality sandwich (plywood) covered with zan veneer including Platora paints.
70. The contractor shall submit detailed design and shop drawing with calculation sheets for the required concrete B (300) kg/cm² for suspended slab 25cm and columns for electrical room on the roof (Item No 1.5 and Item 1.3).
71. For Items No 6.18 , 6.19 and 6.20 the unit rate shall include supplying and installing high quality class A Swedish wood free from knots for Pergolas with all needed sections as per drawings and applying special external decorative paint (Platora , lacquer,..) as per specifications and engineer instructions.
72. The Items No 8A.1 and 8A.2 are cancelled.

Electrical works:

73. The unit rate of electrical works (Bill. 7) includes cable tray for lighting fixtures and sockets if needed to cover all cables routing, and for ELV systems, Lighting control system and BMS system the unit rate includes a separate cable tray under false ceiling to cover all routing cables as per specification and engineer's instruction.
74. The unit rate for the all electrical installation works in existing areas with Y-tong blocks include civil works, finishing works with all required galvanized steel mesh and any additional materials as per the approved method of statement to complete the job.
75. The Main distribution boards, ATS panel, Ac panel on Roof must be original manufactured European brand name type tested, and the metering & P.F panel depends on Gedco approval.
76. The rate include all reinstatement of civil works (concrete, Block, Finishing, carpentry, metal, ..ect) resulting of electrical work in exiting area (Theatre and Boll room ,ect).
77. Control room in Basement floor will be divided to Control room and equipment room.
78. The unit rate of Items A.5 in bill 7A include all internal PVC pipes, conduits and ducts inside the buildings in addition to pipes and conduits used to passing cables to the building.

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79. The unit rate for all pumps (fire, water,etc) include Control panel with all needed control circuits, contactors, over load, relays, U.V.R , float and pressure switches and all power and control cables to operate.
80. All ATS and contactors, O.L must be with Auxiliary contacts.
81. The exiting AC system will not be integrated with BMS system.
82. All electrical works regarding M.V and subscription should have a GEDCO and supervisor approval before commencement of the work.
83. Item B.8.22 in bill 7B: Based on GEDCO quotation regarding enlarge the existing power supply
84. subscription from 3x400A to 3x1000A the total fees is 51270 NIS:
85. The fire alarm components in Transformer room will be connected with addressable fire alarm system in the main building.
86. Theatre & Ballroom Sound & Lighting system (Item D.9.1-in 7 D): Theatre and Boll room are existing areas the contractor is the expert and responsible to submit a full design with accurate quantities for sound system with Stage LED/DMX/RGB lighting system within one month from commencement of the work. The rate includes RGB lighting fixtures, loudspeakers and all equipment needed to complete the work as per the engineer instruction.
87. Fire Alarm system include connections , terminal, cables, wires, software and all needed to connect fire alarm system with BMS and Public address system.
88. Access control system doesn't integrate with BMS system.
89. Item D1.20 PBX ALCATEL: The capacity is mentioned in attached technical specification file (300 IP users+ (4x16 analogue or digital users.)
90. Item D.1.24 in bill 7D: The Fiber subscription fees regarding quotation from PALTEL is 9360 \$ for three years.
91. Item D.10.1 in bill 7D IP TV system: The item includes three video decoder (one for each dish), the total number of captured channels from three dishes is 500 channel and it's combined between SD and HD channel. The Total number of registered user is 200 and concurrent users is 60-80.
92. BMS system and lighting control system including cables, wires, connections and all needed to complete the work as per design drawing and engineer's instructions.
93. For BMS system its deemed that the contractors, the experts visited the site and they can decide upon the suitable minimum requirements for I/O modules, DDC panels component, system integration, field device and they have to take this into their cost to deliver optimal system with proper mechanism for control and operation as per Guiding drawing and engineer instruction. The Approved suppliers are Schneider, Siemens and honey well (Full Package).
94. The subcontractor who's responsible for the implementation of lighting control system should has a certificate and be a KNX partner in Palestine. The approved brands are Schneider, Siemens and ABB (full package).

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95. The Total capacity size for batteries back up is 300 Kwh as mention in Bill of quantities and attached specification file.
96. The unit rate for VRF system includes all needed power and control cables for outdoor and indoor units.
97. Item G.3 in bill 7G the unit rate includes grid connection box with Multicluster box 12 for on grid system.
98. Kitchen's Equipment should be MARENO type or approved equivalent (Italy made).
99. Attached additional drawings of electrical works, BMS, metering, generators ATS and main distribution panels and GEDCO Technical Specifications of the M.V
100. The site visit was conducted in the same day of pre-bid meeting.

Interested bidders shall acknowledge receipt of this addendum/pre-bid minutes by returning/including it, signed and stamped, with their bids.

For your kind attention and reference,

Yours sincerely,

Khaled Shahwan
Deputy Special Representative
(Operations) - UNDP/PAPP

