



INVITATION TO BID

ITB – 2018/6 CONSTRUCTION OF SOLID WASTE TRANSFER STATION IN AL TAYBEH AL JADEEDEH IN IRBID GOVERNORATE, JORDAN

PART #1: MINUTES OF PRE-BID MEETING

Date: 20th September 2018
Time: 10:15am to 11:15 am
Venue: UNDP Jordan Offices in Amman, Jordan

1 PRESENTATION

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

Section 1: This 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
- ITB Data sheet
- Section 5-b
- Section 5-a (with Attachment Part I & Part II)
- Drawings
- Additional Submission Forms (As in Attached file)
- Compliance Sheet as in Section Form E

2 ATTENDANCE

The meeting was attended by the interested entities with UNDP and MoMA representatives:

UNDP Staff:

- Ms. Nahla Soussou – Procurement and ICT Associate



- Engineer Botros Hijazeen - Construction Manager, PMP , ACI Arb
- Engineer Ibrahim Mousa – Project Management and engineer expert (Individual Contractor)
- Mr. Yousef Ayoub – Logistic Assistant

MoMA representatives:

- Engineer Sharly Haddadin (MoMA)

3 QUESTIONS AND ANSWERS

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

#	Questions Raised During the Meeting	#	Answers
Q1	Clarify the tax issue?	A1	All prices/rates quoted must be exclusive of all taxes, since the UNDP is exempt from taxes. Please refer to clause #56 “Taxation” of the UNDP General Conditions of Contract for Works. The Contractor shall be responsible for the payment of all charges and taxes in respect of income including value added tax, all in accordance with and subject to the provisions of the income tax laws and regulations in force and all amendments thereto. It is the Contractor's responsibility to make all the necessary inquiries in this respect and he shall be deemed to have satisfied himself regarding the application of all relevant tax laws. UNDP can give upon request to the winning bidder a letter confirming that the winning bidder is implementing this project for the benefit of UNDP which is exempt from taxes. In case that the bidder has to pay any taxes and/or customs of any type, no claims and/or compensations of any type shall be accepted to increase the contractor’s price while the submitted prices by the bidder are fixed and final .
Q2	Can the submission deadline be extended for one week?	A2	Any bidder can send request to UNDP asking for an extension of time for the submission deadline. The final decision for that will be for UNDP, while any amendments (if any) will be issued on UNDP website. But most likely there will be no extension of time.
Q3	What is the deadline of the requests for clarifications?	A3	In reference to volume I, Section 2, Instructions to Bidders, Data Sheet, DS.11, the requests for clarifications will be valid till five (5) calendar days before the deadline of submission date.
Q4	Is there any payment will be done for the material on site upon delivery?	A4	No. Please see the Terms of Payments mentioned under Section 5b.
Q5	There are some minor errors in the items serials and some titles in the BOQ?	A5	The BOQ will be reviewed and amended duly. The mentioned errors are minor and will not affect the tendering process. However, the amended BOQ will be advertised on UNDP Procurement Notices clarifying some elements of trees plantation specs. And unit of measurement as well.
Q6	Please clarify the type of compost mentioned in planting items?	A6	It is mentioned in the BOQ that the compost that should be used in the planting works is the products of the compost Al Hussainyyat Site (A product of MoMA and UNDP by local communities).

#	Questions Raised During the Meeting	#	Answers
			For more information about the compost products, please contact Eng. Khalid Abu Khaf (0096278955217).
Q7	Is there a soil laboratory test report?	A7	Yes. It will be available on UNDP Procurement Notices in summary and will be shared in detail with winning bidder. The winning bidder is obligated to verify the results of this report on their own cost through physical inspection by a licensed geotechnical lab before construction of foundations.
Q8	Please clarify the currency of the bid security?	A8	The currency of the bid security can be in USD or in JOD.

4 SITE VISIT

The bidders were informed to gather at Al Taybeh Al Jadeedeh Municipality Building in Irbid Governorate on Sunday 23/09/2018 at 10h00 as a meeting point before going to project site.

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 CLOSURE

The meeting was adjourned at 11:15am.

7 PHOTOS







PART #2: SITE VISIT

1 BASIC DATA

Date: 23th September 2018.

Time: 09:45 AM – 11:30 AM (Departure time from Amman 8:00 AM, arrival time to site 09:45 am, departure time from site 11:30 pm).

Venue: Al Taybeh Al Jadeedeh Landfill Site at Irbid Governorate, Jordan.

2 ATTENDANCE

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

3 OBJECTIVE OF SITE VISIT

The main objective of this site visit is to clarify to bidders the ITB's scope of works and requirements as per the announced ITB document on site.

4 SUMMARY

A site tour conducted for the planned transfer station at Al Taybeh Al Jadeedeh landfill with showing and clarifying to the attendees the borders of the site and basic components that are included in the scope of works as per the announced ITB document. Also, the attendees were briefed again about the required scope of work, required outcomes and the requirements of this ITB.

5 QUESTIONS & ANSWERS

During the site visit the following questions were asked by the bidders as per the following table:

#	Questions Raised During the Site Visit	#	Answers
Q1	Can we send requests for clarifications by email?	A1	In reference to volume I, Section 2, Instructions to Bidders, Data Sheet, DS.11, the requests for clarifications will be valid till five (5) calendar days before the deadline of submission date.
Q2	Will the quantities be re-measured?	A2	The quantities mentioned in the Bill of Quantities are estimated, so it will be re-measured as per the actual executed quantities on site.
Q3	How the contractor shall deal with the resulted material from excavation?	A3	The wanted resulted material can be used for backfilling inside after testing and Engineer's approval, if it achieved the technical requirements. But, regarding the unwanted resulted material, the contractor has to coordinate with relative authorized parties to dump it to the licensed dump sites.