

## PRE-BID MEETING MINUTES

### Agenda of the meeting

1. Opening remarks by the Chairperson
2. Introductions and Registration of all presented
3. Project description (Review of the bidding document)
4. Response to bidders' Questions and request for clarifications
5. A.O.B. & closure

|  |              |   |                                       |
|--|--------------|---|---------------------------------------|
| RFQ /ITB No.: <b>804/18</b><br><b>Supplying Installing Overhead crane for Heavy Fluid &amp; Spare Parts Warehouse of Badush cement factory, Nineveh Governorate, Iraq.</b> |              | Date of Pre-bid Meeting                   | <b>3-1-2019</b>                       |
| Location of Pre-Bid Meeting: <b>Badush Subdistrict-Fluid Warehouse ( 36.442645, 42.933336 )</b>  |              |   |                                       |
| <b>Date/Time</b>   |              | <b>Name(s) and job title of UNDP Rep.</b> |                                       |
| Start  | End          |   |                                       |
| <b>10:00</b>   | <b>12:00</b> | <b>Mosleh Zubair Khidir</b>               | <b>Consultant Mechanical Engineer</b> |

## QUESTIONS AND ANSWERS

| Item No: | BIDDER QUESTIONS ASKED   | UNDP RESPONSES GIVEN  |
|----------|--|---|
|          | The bidders asked: <b>how the main girder of the crane is installed after ceiling of the warehouse casted?</b> | Undp answer: <b>Civil work it will be complete and ceiling of the warehouse caste then overhead crane installed by making two small holes with 25mm dia. Using ratchet jack with steel rope main girder can be lifted up on the main rails. For the beams long boom forklift can be used.</b> |
| 2        | <b>Are lifting space is sufficient?</b>  | Undp answer: <b>Lifting space is mentioned in the typical drawing is 5.5 meter.</b>   |
| 3        | <b>Are free space is sufficient over the base plate to the roof?</b>   | Undp answer: <b>1.7 m free space is available from the base plate up to the roof as mentioned in the drawing.</b>   |

## RECORD OF ATTENDANCE

| Names of companies attended  | Rep. name            | Mobile/Email       | Level of Education         | Signature                                 |
|------------------------------|----------------------|--------------------|----------------------------|---|
| <b>Hero company</b>          | <b>Baariz wahid</b>  | <b>07506979541</b> | <b>Engineer</b>            | <b>See the attached attendance sheet.</b> |
| <b>Galiawa Group</b>         | <b>Hussam Haider</b> | <b>07508553217</b> | <b>Engineer</b>            | <b>See the attached attendance sheet.</b> |
| <b>Anwaar al Mustafa Co.</b> | <b>Salah</b>         | <b>07508553217</b> | <b>Mechanical Engineer</b> | <b>See the attached attendance sheet.</b> |
| <b>Al Mada Al jadeed</b>     | <b>Yaseen Tahir</b>  | <b>07702003042</b> | <b>Engineer</b>            | <b>See the attached attendance sheet.</b> |

|            |               |              |          |                                    |
|------------|---------------|--------------|----------|------------------------------------|
| Avesta Co. | Jalal Ibrahim | 0750 8653317 | Engineer | See the attached attendance sheet. |
|------------|---------------|--------------|----------|------------------------------------|

Certification of Minutes as a true record of the proceedings of the meeting / site visit:

Prepared by:

**Signature:**



Name: **Mosleh Zober**

**Position:** **Mechanical Engineer**

**Date:** **3-1-2019**

*Record of Pre-Bid Meeting/site visit to be posted on the websites.*

## RECORD OF ATTENDANCE

[illegible]

**Signature:** 

**Name:** Mosleh Zubair Kheder

**Position:** Consultant Mechanical Engineer

**Date: 3-1-2019**



