



## 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

ITB-804-18- Rehabilitation of Ibn Al Atheer Hospital Building, East Mosul, Ninewa Governorate		Date of Pre-bid Meeting	15 January 2019
Location of Pre-Bid Meeting:			
Date/Time		Name(s) and job title of UNDP Rep.	
Start	End		
11:00 am	12:15 pm	Osamah Khalili Bikhtiyar Mohammed Ahmed Soran Aziz Anas Najm Enkhmandakh Ishdorj Mehdi Khalili Jagath Amarasinghe Dlshad Hasan Ibrahim Rasul Mohsin Yaseen Japheth Yugi Hongo	Civil Engineer Civil Engineer Civil Engineer Civil Engineer Procurement Analyst Procurement Specialist Electrical Engineer Electrical Engineer Electrical Engineer Mechanical Engineer Mechanical Engineer

### QUESTIONS AND ANSWERS-Attached Separately

### RECORD OF ATTENDANCE

Names of companies attended	Rep. name	Mobile/Email	Signature
Zozik	Savan	-	-
Al Hamid		-	-
Abkar/Alitkan	Ahmed	-	-
Altech	Eser	-	-
Al Juthoor	Khalid	-	-
Alfityan		-	-
AL Tafaweq	Yasser	-	-

Feka	Onur	-	-
Enprode	Tevfik Onur	-	-
Piril	Eray	-	-

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

## Question and Answer

### ITB-804/18-Rehabilitation of Ibn Al Atheer Hospital Building, East Mosul, Ninewa Governorate

No.	Question submitted by bidders	Answer by Technical and Procurement Teams									
1	ITB_804_18-BOQ-30122018" item " Steel fence works, Technical Spec Section 02820": Please clarify, is the existing fens line to be removed is 80 meters?	The existing damaged fence length is 80 meters, however if the damaged length increased, the actual length will be measured for the contractor.									
2	could you please explain this item (the contractor is obligated to provide all required training for site engineer in the country of manufacture) in BOQ of mechanical work. please this Training for each equipment or for all equipment	<p>Onsite Operational and Maintenance trainings for main mechanical and electrical items are requested, the number of trainees are shown in the table, regarding the duration for each training, the level and the course of each training have to be submitted for approval, accordingly the contractor have to specify sufficient duration for the training. In addition, at the end of the training, the contractor must submit operation and maintenance manual.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">#</th> <th style="text-align: center;">Electrical Trainings</th> <th style="text-align: center;">Mechanical Trainings</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Operational</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">Maintenance</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> </tr> </tbody> </table>	#	Electrical Trainings	Mechanical Trainings	Operational	5	5	Maintenance	5	5
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Operational	5	5									
Maintenance	5	5									
3	We did not find a compliance sheet for this case. It will be extremely difficult to capture required specifications from different places (several questions)	All the necessary compliance sheets will be provided in an addendum shortly.									

4	we asked about medial machine because there in no information about this machine	Medical equipment is not part of this project.
5	we work only depending on specification written in this Tender and if enduser want to change anything like option we added cost for that options and all this work under your agreement.	The contractor is required to comply with the BoQ, drawings and the technical specifications. Any necessary changes need prior approval from UNDP and will be through variation order
6	Regarding the bid security/check, does the name of the requesting firm to issue the bid security/check must be the name of the bidder's company or it possible that the requesting firm to issue the bid security/check can be the name of the owner of the company as per the registration documents?	The bid security shall bear the name of bidder.
7	Does it required to submit the bid security/check as original hard copy or only to submit a soft copy (electronic copy)? If it is required to submit the original hard copy, please clarify to us the mechanism for that.	The original hard copy of bid security will be requested if necessary.
8	Kindly we are requesting an extension of the submission deadline for at least one week especially the announcement of the tender was overlapping with the new year holidays which caused delays in getting answers from international manufacturers for the hospital main equipment	We are working on the revised document as well as sufficient time for extension. This will be shared through an addendum.

9	<p>If the bidder is a joint venture, does each party of the joint venture has to register in the e-tendering system? Or any one of them regardless who is the leader can make a registration and submit the joint venture required technical and financial bids as per the tender requirements?</p>	<p>The requirement for registration with Iraqi government is not limited to a member of JV. Please note that “The Bidders that are not registered with the Ministry of Trade in Iraq, shall be required to obtain the certificate of registration for construction activities in Iraq if they are awarded any contracts”.</p>
10	<p>In case the bidder is a joint venture between Iraqi Co. and other company, and the Iraqi Co. achieve all tender requirements except the turn over as their turn over during the last five years was zero due to the security issues occurred in Iraq. So, can the Iraqi Co. be the leader of the joint venture especially that they have one hospital done in Iraq and completed on 2013 over than 10,000,000 USD and the owner of the Iraqi company can submit bank statements to show his strong financial capacity?</p>	<p>Please refer to the requirements for minimum qualifications as already stated in the document.</p>
11	<p>Under the terms of payments, it is mentioned that there will be monthly progress payment, but without determining the percentage of the payment related to the actual value of executed works. Does it will be 100% of the executed works?</p>	<p>The statement is clear in the terms of payment. Please note that “Monthly interim payment through payment of the actual executed works shall be paid within 30 days upon UNDP’s acceptance of the works as based on written acceptance certificate of completed actual works”.</p>
12	<p>Can the rehabilitation works be done in phases? What will be the sequences of work plan and how will keep the hospital operation ongoing?</p>	<p>After agreement with the end user, a work plan is prepared, and the rehabilitation works will be done in two stages described briefly that guarantees providing services during the rehabilitation, but it is the contractor’s responsibility to develop the work plan in detail on the proposed work plan and get approval from UNDP and the end user before commencement of the works.</p>

13	Does the height of all the corridors adequate to install the electrical and mechanical works.	The design is prepared and checked by a consultancy firm based on the existing dimensions of the different departments of the hospital
14	Is concrete floor under the tiles included within the price for items number 2 and 5 of the "Floors Finishing and Skirting" in the architectural and civil part?	Both items will be revised and revised BoQ will be shared in an addendum.
15	Last item of the general notes is temporary work. What is included within this item?	More detail will be provided and revised BoQ will be shared in an addendum.
16	Technical specification for Voice evacuation system.	Kindly refer to the technical specification section (EL-03) Voice Evacuation system (voice Alarm)
17	Technical specification for emergency lighting system.	Kindly refer to BOQ section (V) Item #33,34,35 for specification of EM. Lighting.
18	Technical specification for TV system.	Technical specification will be provided in an addendum.

19	Technical specification for fire alarm system.	Kindly refer to the technical specification section (EL-02) Fire Detection and Alarm system
20	Technical specification for switches and routers.	Kindly refer the note mentioned in the electrical BOQ section (V) "Note: active component & server will be supplied and installed by others (& not included in the above price)."
21	What is the detail of firefighting pump?	Please refer to item number 31 in the BoQ, Drawings number AC-08, ME-32, ME-33, ME-34 and ME-35.