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Date: 17th March May 2019


ADDENDUM 01 - RESPONSE TO REQUEST FOR CLARIFICATIONS

RFP 061/19 PROVISION OF SUPERVISION AND MONITORING SERVICES FOR THE REHABILITATION OF IBN AL ATHEER PEDIATRIC HOSPITAL.

All potential bidders interested are hereby informed to take note of the clarifications as were provided during the pre-bid conference via skype.

No:	Bidders Requests for Clarification	UNDP Response to Clarifications
1	Will there be deadline extension to allow ample time to prepare and submit our proposals?	All interested proposers/firms to note that the proposal submission deadline has been extended from 28 th March 2019 to 4 th April 2019.
2	What is the deadline for submitting requests for clarifications/ questions	Please see RFP Section 2 -Bid data sheet item #11: The deadline for submitting requests for clarifications will be three (03) days before the submission deadline.
3	Please see RFP Section 2 -Bid Data Sheet item #16: Ref to requirement, "Password for technical proposal must not be provided to UNDP until the date as indicated in No.14", please advise if we need to upload a password protected technical proposal to the E-Tendering in addition to the password protected financial proposal.	<ul style="list-style-type: none">There is no requirement to password the technical proposal when submitting.All potential proposers shall Password their financial proposal only. The password will be kept by the proposers/firm and to be provided upon written e-mail request by UNDP.Please note only firms whose technical proposals that fully met all technical requirements and a minimum score =>70, will be considered for the next stage of opening the financial proposals. It is at this stage that the password will be requested.
4	Please provide information related to the topography survey. Site Surveys, topography information?	At this stage, UNDP will not provide the information related to the site survey or topography.
5	Please confirm that the Construction Tendering process is currently underway, and no role will be required in the compilation of the Final Construction Contract Documents. If possible, please provide the scope of work and designs if available, basements and their areas with functions and the Space Program of the facility (pre and post rehabilitation).	<p>All interested proposers/firms are hereby informed that the Construction Tendering process is currently underway. Please freely access scope information via the e-tendering system Ref: ITB 804/18 Rehabilitation of Ibn Al Atheer Hospital Building, East Mosul - Ninewa Governorate.</p> <p>Also, through UNDP global Procurement notice link: http://procurement-notices.undp.org/view_notice.cfm?notice_id=52470.</p> <p>Please note; there will be no services/role required in the compilation of the Final Construction Contract Documents by the proposer/firm.</p>
6	Please clarify whether there are any structural challenges with the	A third-party company provided architectural and civil engineering design services for the Project. Based on the designs there were no major structural

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	structure during the rehabilitation?	<p>challenges identified during that stage. ***Please see the BoQ for the rehabilitation works attached separately as information to all participating proposers/firms.</p> <p>Please refer: RFP Section 5.2 Design review / Desk review During the implementation stage, if any design deficiencies, structural challenges and possible changes arise, then design review's consultant is obligated to consider all required amendments and modifications upon UNDP's request.</p>
7	<p>RFP Section 5: ToR Please clarify the Consultant's scope of work is limited only to the building with a 10,000M² as indicated in the RFP and translated into the below figure. Please provide the site boundaries better still the site coordinates?</p>	<p>The site coordinates: 36.374265, 43.150068</p>
8	<p>RFP Section 5: ToR Please advise on who has prepared the existing detailed design for the rehabilitation works and whether such design has been approved/cleared by the Client and relevant authorities?</p>	<p>The detailed architectural designs, BoQ for the rehabilitation works were offered by an International Design Consultancy Firm/Company. All related documents and drawings have also been approved/cleared by UNDP and relevant authorities.</p>
9	<p>RFP Section 5: ToR Please clarify on whether during the implementation of the construction works, the Consultant understands that if clarifications are raised by the Contractor regarding the existing design, the Client will retain the services of the original design consultant to provide the necessary clarifications/addenda to any related query as may be needed.</p>	<p>RFP Section 5.2 Design review / Desk review During the implementation stage, if any design deficiencies, structural challenges and possible changes arise, the Supervision & Monitoring Firm/Company shall be obligated to consider all required amendments and modifications upon UNDP's request.</p>
10	<p>RFP Section 5: ToR Paragraph 5.8.3 suggests that the Consultant is to review "Contractor's detailed design". It is further understood that the Contractor has no design obligations under its contract. It is understood that in case a new design or any revision / change to design is required, the Client will involve the original designer to perform such design. Client's confirmation is sought in this</p>	<p>RFP Section 5.2 Design review / Desk review During the implementation stage, if any design deficiencies, structural challenges and possible changes arise, the Supervision & Monitoring Firm/Company shall be obligated to consider all required amendments and modifications and upon UNDP's request.</p> <p>The Paragraph 5.8.3 refers to shop & construction drawings to be reviewed by the Supervision Consultancy</p>



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	respect.	
11	<p>RFP Section 5: ToR Item # 3.3 Description of works Please clarify if the "building under construction" shown in blue of the figure on page 4 of the ToR, is part of the Consultant's scope of work?</p>	<p>Please freely access scope information via the e-tendering system Ref: ITB 804/18 Rehabilitation of Ibn Al Atheer Hospital Building, East Mosul - Ninewa Governorate.</p> <p>Also, through UNDP global Procurement notice link: http://procurement-notices.undp.org/view_notice.cfm?notice_id=52470. The works for the rehabilitation must be conducted in 2 different stages, in order to maintain the hospital operational during the rehabilitation. (please see attached drawing) It is the Supervision & Monitoring Firm/Company responsibility to advise based on need.</p>
12	<p>RFP Section 5: ToR Sub-Section 2, Consultancy assignment objective page 2, bullet point 3 ("Coordinate Land acquisition....). It is the Consultant's understanding this is not within the Consultant's scope and/or obligations. Please clarify</p>	<p>Land acquisition is not within the Consultant's scope. However, site hand overs is part of the scope of work for the Supervision & Monitoring Firm/Company.</p>
13	<p>RFP Section 5: ToR Please clarify the statement; Assistance of UNDP for the monitoring of contracts – Page 6 Point 5.1. Elaborate on the envisaged tasks that the Consultant should carry on behalf of UNDP Staff.</p>	<p>The consulting firm/company will be acting on behalf of UNDP on the day to day activities during the construction by monitoring the implementation progress and provide on a daily basis any immediate technical advice to UNDP authorized representatives for immediately redress and not contractual issues.</p>
14	<p>To what extent will travel cost like manufacturing be reimbursement?</p>	<p>All bidder to note that there will be no cost reimbursements related to in-country travel. However, for out of country scheduled travels related to this assignment, they will be borne by UNDP.</p>
15	<p>RFP Section 5: ToR Proposed Key Personnel Please clarify the required key personnel in reference to form G and as indicated in the ToR</p>	<p>All potential bidders to note that the required key personnel and time of engagement as below;</p> <ol style="list-style-type: none"> 1. International Construction Project Manager (Full Time/Site based) 2. Mechanical Resident Engineer (Full Time/Site based) 3. Planning/QC/QA Engineer (Full Time) 4. Support civil Engineer (Part Time) 5. Support Electrical Engineer (Part Time) 6. Medical Expert /Medical Engineer (Part Time/ based on need) 7. HS&E Expert (Part time/Monthly Maximum days: 12 working days) <p>Please note: This is the minimal personnel required. Bidders can suggest their own team, once the minimums key personnel as proposed are met.</p>
16	<p>RFP Section 5: ToR Item # 6.4 of the ToR relates to translation of documents by a certified translator approved by the Government of Iraq. Please clarify on whether we need to engage a fulltime translator? Also, specify the documents that shall require translation and the</p>	<p>Certified translation is not mandatory. However, English will be the official language for any kind of communications. Any document in a different language must be translated to English.</p>

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	frequency as this was not included in the key personnel under this RFP?	
17	<p>RFP Section 5: ToR ToR Sub-Item #10 Please clarify, Section 5: Terms of Reference On the required key personnel: there is a requirement for a Medical expert. Please clarify What the type of equipment to be installed and the level of engagement for the expert. Please elaborate on the tasks expected from the Medical Expert. ****Please provide a list of the Medical Equipment.</p>	<p>There will be no medical equipment supplied under this this project. However, the Supervision & Monitoring Firm/Company. shall provide for a medical expert as required key personnel. The services of the medical expert will be part-time and need based.</p> <p>No list of medical equipment will be provided at this stage.</p>
18	<p>RFP Section 5: ToR Sub- item #10 Could the Resident Engineer be an Engineer of a different trade (e.g. Civil)?</p>	<p>Due to the complexity of mechanical works in a Hospital, UNDP understands that a mechanical engineer suits better as resident engineer. But a Civil or Electrical could also be accepted if she / he has the required experience.</p> <p>The Supervision & Monitoring Firm/Company shall provide for the minimum key personnel as required under this RFP.</p>
19	<p>Section 5: ToR Item #10 Please clarify on the required key personnel: Quality Control/Quality Assurance Engineer (Planning Engineer, Quantity Surveyor & AutoCAD Operator) There are 4 jobs requiring different skill set for one key personnel. Please clarify?</p>	<p>On the required key personnel, firms to propose key personnel with multi-disciplinary skills and experience related to Planning/QA/QC and AutoCAD.</p> <p>Minimum requirements based on need under this scope of services.</p>
20	<p>RFP Section 5: ToR Phase 11 of the ToR refers to Defects' Liability Period (DLP). Please confirm the Duration" of the DLP and the specific Consultant's obligations throughout the period. If possible, confirm the minimum number of visits to allow for proper costing.</p>	<p>The Defects' Liability Period shall be for period of twelve (12) months from the date of completion of the Works. During this period, the supervision/monitoring firm shall make quarterly visits to determine the extent of outstanding work that requires remedy by the contractor as shall be identified in their site visit report to the client. During the DLP, the minimum number of visits will be quarterly.</p>
21	<p>Will UNDP provide office/site facilities for the Consultant's team and will this be fully secured, furnished, equipped, serviced and maintained by the Contractor? Plus, the necessary utilities, office consumables and</p>	<p>Office shall be provided by the Contractor. However, it will be furnished and equipped by the Consultant, which should be costed in the mobilization items.</p>



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	upkeep?	
22	<p>RFP Section 6: Returnable Bidding Forms Ref to the financial proposal, Please clarify whether the scope of required services includes a design component? Also, where shall the Consultant indicate its fees related to design review?</p>	<p>RFP Section 5.2 Design review / Desk review During the implementation stage, if any design deficiencies, structural challenges and possible changes arise, then design review's consultant is obligated to consider all required amendments and modifications and upon UNDP's request.</p> <p>The Consultancy Services includes review of the available design and modifications when needed. The multidisciplinary team (electrical, mechanical and civil engineer) suggested by the Consultant should support any need for a design review.</p>
23	<p>RFP Section 6: Returnable Bidding Forms Please advise the two different formats for the financial Proposal, the first one in the TOR SECTION 6, page 21 and the other one in the RFP Forms F & G, please advise which one we should use and submit.</p>	<p>Section 6 of the RFP: Returnable Bidding Forms F & Form G are part of the mandatory returnable forms in the financial proposal. While Section 5 of the ToR page 20 refers to contract deliverables. While ToR page 21 relates to the percentage cost break down of deliverables as per the total financial proposal cost. All these documents/forms have to be provided/submitted because they are part of the financial proposal.</p>
24	<p>RFP Section 6: Returnable Bidding Forms Ref to the financial proposal, form G, table 2 "Breakdown of Professional Fees", the assumed work plan depend 12 working days per month for the HS&E Expert while table 3 "Breakdown of Other Costs" assume that HS&E expert will work on full time basis.</p>	<p>The maximum monthly deployment time allowed for the HS&E Expert will be 12 working days/month. Please note accordingly.</p>
25	<p>RFP Section 6: Returnable Bidding Forms Ref to the financial proposal, form G Please clarify the difference between the Construction Supervision Fee and the Management Fee?</p>	<p>Maintain the Construction Supervision Fee line only in the financial proposal and indicate discounts if applicable.</p>
26	<p>RFP Section 6: Returnable Bidding Forms-Ref to the financial proposal, form G Please clarify what do you mean by "Breakdown of Other Costs" in table 3, as you already asked to include any other cost such as insurance, daily living, allowance, accommodation, etc. in addition to the professional fees in table 2</p>	<p>Table 2 relates to Daily professional fees either in-country or home based per key staff as proposed. Table 3 related to other cost such as miscellaneous costs related to insurance, daily living allowance, accommodation, etc. This breakdown will allow proper understanding of the cost build up during the proposals evaluation and contracting stage.</p>



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27	RFP Section 6: Returnable Bidding Forms -Ref to the financial proposal, form G Ref to the notes mentioned under table 3 "The number of days per location indicated for In-Country travel costs in the above-mentioned table B.2 are indicative", will you please advise where table B.2?	Table B.2 relates to the maximum number of days in-country per month shall not be more than 24 (22 working days plus 1 day for arrival and 1 day for departure)
28	RFP Section 6: Returnable Bidding Forms Please clarify Form B: Bidder Information Form and documents insertion: "Sample evaluation reports of previous work in English, completed by the Organization, and samples of work of the Team Leader (Evaluation Specialist)"	All potential bidders to delete requirement as it is not related to the required services.
29	Will UNDP provide security during the execution of the service? And what logistical considerations are in place for international staff engaged in such projects?	It is the responsibility of the monitoring firm to insure against all risks to its property, equipment, and provide for workman's compensation insurance to its' personnel. On a case by case basis, UNDP will provide a letter to facilitate entry to site only.

This Addendum - I forms an integral part of the RFP 061/19.
All other Terms and Conditions in this ITB will remain unchanged.

Yours sincerely,



Piero Emanuele Franceschetti
Head of Service Center - UNDP

