



## **ADDENDUM - I**

**ITB NO: ITB-AFG-UNDP-ELECT-2013-72**

**---Pre-Bid Conference---**

21 December 2013

**Invitation to Bid # ITB-AFG-UNDP-ELECT-2013-72 Pole Sign Print-Production Installation & Maintenance for 2014 and 2015 Election. Enhancing Legal and Electoral Capacity for Tomorrow – ELECT II in Afghanistan.**

**On the basis of the tender documents instruction a pre-proposal held on 16<sup>th</sup> of December 2013 for purpose of increasing the bidders understanding regarding the requirement of UNDP/ELECT for the subject Invitation to Bid ITB.**

A number of questions have been raised in the conference and compiled by UNDP/ELECT with answers;

### **Questions & Answers**

Q-1. Page 43, the services period is different 2 months, 8 months and 12 months. It effects the estimation. Please clarify the exact period?

A-1. UNDP/ELECT will enter into a Long Term Agreement (LTA) with successful bidder for period of one year with possible extension to the second year. This agreement will not warrant that UNDP/ELECT will use the entire contract amount/ceiling amount for the entire life of the LTA. The services will be on Call-Off basis which will be requested from contractor during the life of the contract and the payment will be made on the actual services provided in response to the UNDP/ELECT request. UNDP/ELECT reserve the right to use the services of the contractor from 1 month to 12 month but UNDP/ELECT is not bound to use the entire contract.

Q-2. \$10,000 is bid security, do the contractor have to give other security after award?

A-2. The contractor shall provide 10% of the total of the purchase order (call-off) as a performance security within (1) week of the purchase order issuance. Please refer to the ITB data sheet DS section #14.

Q-3. Who specify locations? If it is contractor, we must pay for and if its government IEC must take permission for contractor use?

A-3. The IEC/UNDP ELECT II will specify the locations, but it is the contractor's responsibility to rent those locations. However, a letter can be provided by the IEC to the successful bidder that the service of rental are being outsourced to successful bidder by the IEC/UNDP ELECT II. Also, please re-read Technical Requirements. It states that company must be able to specifically install in main squares, exist / entrance of provinces, highways, near markets and public places in all provinces and districts of Afghanistan.

Q-4. Flex is 320gram in specification. On the one hand the weather is getting cold and on the other hand the size is bigger this time so that folding will take much time and **320gram is fracture able/breakable also due to cold weather**. We/offerors propose 240gram which the quality is the similar to 320gram?

A-4. 240 grams is acceptable. As long as there are no wrinkles or creases. Any damaged pole sign must be replaced within the specified time of the contract.

Q-5. Winter season has already started, some locations are very cold and also insecure for installing pole sign, would it be difficult to provide services?

A-5. If company is not able to provide services requested, then it will be found technically not qualified.

Q-5. Can offerors bid for both of them pole sign and billboard? Is it possible to award both for one company?

A-5. Bidders are free to apply for several opportunities at a time. In regard to the award it depends on the outcome of the evaluation process. If the evaluation outcome indicates one successful bidder for two opportunities, UNDP/ELECT will award one contract to the technically compliant lowest bidder.

Q-6. We can print with three machine all the flex within the time specified if the printing is increased to 15 days that will be good?

A-6. Bidder must be able to show that they are able to provide services requested in the advertised tender. If bidder is not able to meet those requirements, it should be specified in the proposal, which will be reviewed during the technical evaluation along with its proposed work plan.

Q-7. If the contractor brings material from outside the country, do you issue an exemption letter? Still it's IEC's material?

A-7. The IEC or UNDP ELECT II have no responsibility over how bidder procures the materials necessary for the implementation and execution of the contract. UNDP/ELECT will not issue exemption letter to the contractor.

Q-8. Page 36, says the pole sign are the property of IEC. In contrary, it must be the contractor property?

A-8. This is a typo. It was originally envisioned the artwork would be provided by company awarded printing and installation contract as well, and the copyrights would have been owned by the IEC.

Q-9. Who owns pole sign at the end of the contract?

A-9. The Flexes belong to the IEC, but the services are being contracted to successful bidder and the locations should be rented by the successful bidder. However, it is unlikely, the IEC or UNDP ELECT II will reuse the flexes.

Q-10. Do you give out the bid security after award?

A-10. Bid security of unsuccessful bidders will be released after the award of the contract.

Q-11. Page 36, if the damaged pole sign does not repaired/fixed in 2 days the contractor shall be fined an amount of Afs2,500 and there is a conflict in this part and liquidated damages part and also 2 days is not sufficient for fixing?

A-11. If the contractor fails to repair/replace the damaged pole sign within 2 days the contractor will be subject to penalty of \$0.1% of the total of item per day liquidated damages. However, if company is unable to repair pole sign in the requested time, specified fine will be deducted. Please refer to data sheet section DS #13 liquidated damages.

Q-12. Would you allow if the contractor prints in provinces, it saves time for contractor?

A-12. It would be preferable for printing to happen in Kabul for quality assurance mechanisms.

**All other terms and conditions remain unchanged**

**---End---**