



Meeting Minutes – Addendum No 1

28 March 2014

Tender: PQ-ITB-2014-46: Pre-qualification Request for the Conservation, Restoration and Rehabilitation Works of Historical Buildings and Monuments in East Jerusalem

Issue Date: 28 February 2014

Original Close Date: 15 April 2014 at 10 a.m. (Jerusalem time)

Dear Bidders,

This correspondence pertaining to the above-mentioned activity should be considered as an integral part of the Pre-qualification Request (PQR). Below please find the UNDP/PAPP clarifications and an official reply to all inquiries raised by participant bidders following the meeting which was held on 25 March 2014 at UNDP/PAPP office in Jerusalem.

The following clarifications are considered as Addendum No. 1 to the PQR, which shall be deemed to form and be read as part of the tender:

QUESTION No. 1:	Is it possible to submit singly, joint venture or consortium?
REPLY No. 1:	National contractors who are registered in Israel can apply singly (as long as they comply with PQR requirements) or in consortium or joint venture or with other national contractor/s (from West Bank or Gaza) or international contractor/s, and can sub-contract the experts for the aim of complying with PQR requirements. Please take note that in case of joint ventures, the new formed entity shall be legally registered in Israel with a well defined structure and assets and the new formed entity shall submit VAT invoices. It is not yet mandatory to take this approach. In case of consortium, there is no legal entity; the national contractor who is legally registered in Israel shall take the lead (shares shall be 51% for the national and 49% for the international) and shall submit VAT invoices. In case of a joint venture, consortium , or sub-contracting with a company a letter of association shall be signed by all parties. In case of sub-contracting with the international experts, the letter of availability attached to Form 5 must be signed. It is important to note that one entity cannot be part of more than one pre-qualification request (i.e. in several joint ventures or consortiums). UNDP will



	disqualify all requests that include an entity repeated. In case of a joint venture or consortium, all parties shall submit information jointly (registration/letter of agreement, structure, staff, etc.) and separately (profile, experience, audited financial reports, litigation, references, etc.)
QUESTION No. 2:	Is it possible to participate with an international JV, which is supported by local subcontractors? Or is it mandatory to have local companies in the JV? Is it possible to participate with an international JV which is supported by local subcontractors?
REPLY No. 2:	Same as Reply No 1. All kinds of associations is allowable as long as the submitting contractor/entity is registered in Israel and provides VAT invoices. International contractors and Palestinian contractors from West Bank and Gaza must submit through a national contractor who is registered in Israel to be able to request working permits/visas and submit official invoices.
QUESTION No. 3:	In case of International Joint venture (no local companies in JV) only local sub-contractors, please provide clarification with respect to the following documents specified on page 4 related to SOQ: - JV agreement: is it sufficient to present a declaration that a joint venture will be formed in case of prequalification, together with Registration certificate of all the team members? - Registration with the Ministry of Finance: this is not applicable to foreign companies; can this be avoided? - Membership certificate from the contractor syndicate this is not applicable to foreign companies, can it be avoided? - Proof of access to Jerusalem: this is not applicable to foreign companies; can this be avoided? - In case of sub contractors do we need to submit documents listed in the SOQ, or is this not required?
REPLY No. 3:	Not possible; Pre-qualification requests that excludes national contractors with Israeli registration will be disqualified. Letter of association is sufficient to be signed by all parties; Registration with Ministry of Finance is a requirement for national contractors. International contractors and Palestinian contractors from West Bank and Gaza shall furnish membership certificate from the contractor syndicate For proof of access to Jerusalem see Reply No . 13 Sub-contractors shall submit documents listed in the SOQ.
QUESTION No. 4:	What is the total budget of the project?
REPLY No. 4:	Budget of the project/s is not a public information. This is a pre-qualification request; UNDP does not make a financial commitment to any bidder at any stage of this pre-qualification process. Financial commitments shall only be



	established when a pre-qualified contractor wins a tender following a limited international competition.
QUESTION No. 5:	What is the number of projects and their budgets?
REPLY No. 5:	Number of projects vary from one to three projects per year. In regards to the second part of the question, please see Reply No. 4
QUESTION No. 6:	What are the type of projects that will be under consideration?
REPLY No. 6:	Projects vary from conservation, restoration, renovation and/or rehabilitation of cultural heritage sites (schools, hamams, houses, cultural centers, etc.), development of open spaces, to refurbishment of facades of monuments.
QUESTION No. 7:	Can the contractor be registered in the Israeli Contractors syndicate?
REPLY No. 7:	Not mandatory
QUESTION No. 8:	Can the contractor be registered in the Palestinian Contractor Syndicate?
REPLY No. 8:	Contractors from the West Bank and Gaza must be registered in the Palestinian Contractor Union.
QUESTION No. 9:	Can the submission deadline be extended?
REPLY No. 9:	No.
QUESTION No. 10:	Can form 4 page 16 Financial Capability Situation be filled out in NIS?
REPLY No. 10:	Yes.
QUESTION No. 11:	What is the currency of the bids?
REPLY No. 11:	USD or ILS.
QUESTION No. 12:	Will the UNDP help in issuing permits and visas?
REPLY No. 12:	No. It is the sole responsibility of the submitting entity who is registered in Israel to request permits and visas.
QUESTION No. 13:	What is needed to prove access to Jerusalem?
REPLY No. 13:	Proof of previous experience in facilitating permits/visas to work in Israel. It is mandatory to have at least (2) staff holding blue IDs.
QUESTION No. 14:	What is the maximum and minimum size of the budget for the single works in hand?
REPLY No. 14:	Please see Reply No. 4
QUESTION No. 15:	For how long the selected companies will stay in the prequalification list (one, two or three years of more)?
REPLY No. 15:	The pre-qualification will be valid for one year, after which the office will conduct another pre-qualification exercise to update the information of the

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	pre-qualified contractors and open the opportunity to new contractors to apply.
QUESTION No. 16:	What is the desirable number (minimum/maximum) of pre-qualified list of contractors?
REPLY No. 16:	The list shall include all contractors who comply with the pre-qualification requirements.
QUESTION No. 17:	Is registration with ministry of finance a requirement for international companies?
REPLY No. 17:	No.
QUESTION No. 18:	Is the required experience in conservation of historic sites and buildings limited to certain geographical area?
REPLY No. 18:	No.
QUESTION No. 19:	Do you mean International staff by those staff who worked with international agencies?
REPLY No. 19:	No. International staff is the one who has international track record.
QUESTION No. 20:	Can we submit payment request only?
REPLY No. 20:	No. The winning contractor or leading party in the consortium shall submit official VAT invoices.
QUESTION No. 21:	Is this project OVAT?
REPLY No. 21:	Yes
QUESTION No. 22:	Audited financial reports do not reflect the actual business volume? We cannot also give you letters from our banks?
REPLY No. 22:	Audited financial reports and bank facilities letters will be treated as confidential information and will not be exposed to third parties. UNDP will assess the financial standing of the contractors. Audited financial reports must be attached to the request; contractors are encouraged to submit bank facilities letter/s to proof capability and stability.
QUESTION No. 23:	Pre-qualification results will be first grade, second grade?
REPLY No. 23:	No. The evaluation is pass/fail criteria. All short listed contractors will be invited for future ITBs.
QUESTION No. 24:	Are ISO 14000, OHSAS 18001 requirements?
REPLY No. 24:	No.
QUESTION No. 25:	Shall we fill in form 4 in USD or ILS?
REPLY No. 25:	According to the PQR, Form 4 has to be expressed in USD. However, the office



	shall accept the form in ILS.
QUESTION No. 26:	Can a contractor replace the CV of international staff with another after the conclusion of pre-qualification exercise?
REPLY No. 26:	The pre-qualified contractor shall submit an official request with proper justification and attach the new CV; the request shall be subject to UNDP approval.
QUESTION No. 27:	Can a contractor who is not registered apply?
REPLY No. 27:	No.
QUESTION No. 28:	We are an Italian company specialized in the field of cultural heritage restoration which has a Palestinian Branch correctly registered in Bethlehem. 1) Can this Palestinian Branch participate to tender? 2) Is there any permission to obtain? 3) Are there any constriction for Italian companies? 4) Is there any constriction for facilities transfer from Palestine to Jerusalem? 5) Taking part to Prequalification as single company exclude a joint venture participation on tender time?
REPLY No. 28:	1) The Palestinian branch can participate but must enter in a joint venture or consortium with a contractor who is registered in Israel to be able to request permits and visas and submit VAT invoices. 2) question is not clear. 3) there is no restriction on any international company to apply (open for public) but through a consortium/joint venture with a contractor who is registered in Israel. 4) it is the sole responsibility of the contractor to secure labor and materials into working site. 5) if the original pre-qualification request was submitted as a single contractor then this single contractor cannot apply in joint venture, and vice versa.
QUESTION No. 29:	1) List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required. 2) Soft Copy of the Tender Document through email. 3) Names of countries that will be eligible to participate in this tender. 4) Information about the Tendering Procedure and Guidelines 5) Estimated Budget for this Purchase 6) Any Extension of Bidding Deadline? 7) Any Addendum or Pre Bid meeting Minutes?
REPLY No. 29:	1) and 2) The required information is available in the pre-qualification request which will be forwarded to the bidders who participated in the meeting. 3) this pre-qualification request is open to public 4) please see pre-qualification request; 5) budget is not for public information; however, up to three projects will be

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	implemented per year. 6) no extension of deadline for submission of request. 7) Addendum No 1 will be emailed to the participating bidders and posted UNGM, UNDP Global and PAPP websites.
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Interested bidders shall acknowledge receipt of this addendum by returning/including it, signed and stamped, with their PQR.

For your kind attention and reference,

Khaled Shahwan
Deputy Special Representative
(Operations) - UNDP/PAPP

