

Minutes of Pre-Bid Conference and Site Visit

ITB - 054/14 Rehabilitation of Al Jawadain Primary School, Al Dair in the Majnoon Area of Basrah, Iraq

Date: 17th December 2014.
Time: 10:00AM – 14:00AM
Venue: Al Jawadain Primary School.

1 VENUE

The interested companies attended the meeting and site visit in Al Jawadain Primary School premises.

2 ATTENDANCE

The meeting was attended by the companies/organization from Basrah, Iraq.

3 PRESENTATION

After having companies introduce themselves, UNDP gave a detailed presentation of the ITB document:

- Section 1 – Letter of Invitation
- Section 2 – Instructions to Bidders (including Data Sheet)
- Section 3 – Schedule of Requirements and Technical Specifications
- Section 4 – Bid Submission Form
- Section 5 – Documents Establishing the Eligibility and Qualifications of the Bidder
- Section 6 – Technical Bid Form
- Section 7 – Price Schedule Form
- Section 8 – Form for Bid Security
- Section 9 – Form for Performance Security
- Section 10 – Form for Advanced Payment Guarantee
- Section 11 – Contract to be Signed, including General Terms and Conditions

4 QUESTIONS AND ANSWERS

After finalizing the presentation, the following questions were raised:

4.1 QUESTION NO. 1:

What is the relationship of SHELL Oil Company to this UNDP tender?

- **ANSWER NO. 1:**
 - UNDP Iraq and SHELL Oil Company signed Memorandum of Understanding on the implementation of development projects in Basrah for the period of three years.



According to this partnership agreement UNDP implements projects in partnership with Shell and SIDP funded by SHELL and SIDP.

4.2 QUESTION NO. 2:

Is there a specific cost estimate of the project that can be announced and who is the client of the project?

- **ANSWER NO. 2:**

- There is a project budget but according to UNDP rules, the estimate cannot be disclosed.
- The client / employer is UNDP however, the beneficiary is the Department of Education.

4.3 QUESTION NO. 3:

Shall the Works be carried out in accordance with the HS&E (Health Safety & Environment) standards and procedures of SHELL Oil Company in Majnoon and whether there will be supervisors from SHELL as it may have an impact on the overall costs.

- **ANSWER NO. 3:**

- The project will be directly supervised by UNDP. The contractor will not take any instruction from any authorities except UNDP. UNDP obtained permission from Department of Education for rehabilitation of this school.
- Applying standards for safety, health and environment would be applied in a level that fits workers safety and those present at the project site. Most important safety of workers and population close to this project site. There is no complexity like in the case inside the oil fields, which contain equipment and mechanisms and locations of oil wells that require the application of another level of safety measures.
- The overall project is the capacity building of the contractors. UNDP will also assist with training of HS&E.

4.4 QUESTION NO. 4:

Are the UNDP's General Technical Specifications similar to Iraqi standards?

- **ANSWER NO. 4:**
- The specifications derived from the Iraqi and International specifications for weather conditions similar Iraq.

4.5 QUESTION NO. 5:

Is there normally a delay in payments from UNDP's side?

- **ANSWER NO. 5:**
- No delays are envisaged, but there could be some delays due to problems in the banks that of the beneficiaries. The payments will be done in line with UNDP procedures. Invoices shall be paid within thirty (30) days of the date of their receipt and acceptance by the UNDP.

4.6 QUESTION NO. 6:

How accurate quantities in the Bill of Quantities?



- **ANSWER NO. 6:**
 - The Bills of Quantities are accurate.

5 SITE VISIT

A site visit was conducted immediately after the pre bid conference and was attended by the bidders.

No further questions were raised during the Site Visit.