

Minutes
of
Pre-bid meeting

UNDP/AFG/ITB/0000000290 - Construction of office, safe room and storage facilities for Independent Election Commission (IEC) HQ Kabul, Afghanistan.

Venue: UNDP ELECT (Meeting Room), UNOCA Compound.

Date and Time: March 24, 2015, 10.00 am.

Agenda:

1. Introduction
2. Acquaintance with the tender procedures
3. Questions and answers.

The representatives of the following Companies took part in the pre-bid conference.

1. EHCC
2. MBC
3. SCC
4. RSCC
5. ACLS
6. GGCC
7. GHCC
8. JJCC
9. EBCC
10. HHCC
11. AG
12. ZNCC
13. BSCC

Pre – bid meeting commenced at 10:00 am at UNDP ELECT (Meeting Room), UNOCA Compound.

UNDP ELECT opened the meeting and informed bidders that the project is part of the ELECT Project, and that includes **Construction of office, safe room and storage facilities for Independent Election Commission (IEC) HQ Kabul, Afghanistan.**

UNDP ELECT summarized the composition of the Bid Documents, and highlighted important sections including the following:

All sections – the need to complete and submit the required documentation as per the instructions was emphasized.

All sections – the need to stamp and sign every page as acknowledgement that each has been read and understood was emphasized

All contractors and their sub contractors must show proof of AISA or any other relevant entity's registration.

The bidder shall provide a bid security in original for a value of 8,000.00 USD (United States Dollars Eighteen Thousand only).

The closing date for submission of bids is **April 08, 2015, 09:00 AM (local time)** Kabul time. No late bids will be accepted, so bidders should upload all the required documents before the deadline.

Bids must be valid for 90 days from the bid submission closing date.

Questions to be emailed to procurement.af@undp.org

Bidder should carefully study and understand the solicitation documents, inclusive the technical specifications, drawings, BOQ and General Conditions.

Further the bidders were able to seek clarification on the ITB and specifications.

The below questions were addressed by UNDP-ELECT.

Question (Q) & Answers (A):

Q: Are pictures of the site or work to be done uploaded in the site?

Answer: No. But the drawings contain the necessary information to assist the potential bidder in preparation of the tender.

Q: When the contract is award who will arrange for the escort to enter into the IEC compound?

Answer: The contract will be awarded within 90 days bid submission day, and during the pre-contract negotiation meeting all the necessary aspects of work, inclusive the mobilization and access to construction site.

Q: Who will arrange for the Power/electricity, water and etc..?



Answer: The contractor will take full responsibility in arranging and provision of all the required services, inclusive the power and water supply.

Q: Should a company provide soft copy of the bid security or hard copy while bidding?

Answer: Interested bidders, need to upload a copy of the bid security and provide the original to UNDP ELECT on the day of public bid opening.

Q: How are the payments being made by UNDP ELECT?

Answer: The payments will be made based on the actual work done, measured work on site.

There were no further questions asked.

The meeting was closed at 11:30 pm.

ELECT Procurement Team