

ITB 054/15: Construction Kurani Ainkawa Park

Erbil, Iraq

Minutes of Pre-Bid Meeting and Site Visit

UNDP Iraq, Erbil, 25 August 2015, 11:00 am.

The pre-bid meeting on the construction of the Park in Kurani Ainkawa Neighborhood, was held on 25 August 2015 at KAMPC Conference Hall, Kurani Ainkawa, Erbil.

The purpose of the meeting was to brief potential bidders on the construction project, Present the ITB documentation/bidding requirements and respond to any questions relating to the required documentation in the ITB. The meeting was attended by representatives of nine companies.

The meeting commenced with Mr. Rawand Fuad from UN-HABITAT, highlighting on the technical issues related to the project. Followed by Mr. Haiz Abdullah, UNDP Area Coordinator, Erbil, briefing on the project background, -purpose, Community engagement, drawings, Slab Logo and scope of work.

UNDP Procurement representative clarified the procedure on the bid submission, focusing on the required documents being mentioned and requested on the Data Sheet of the ITB and the purpose of the Checklist, which is part of the ITB document in Section 12. He also highlighted on the accuracy in submitting the Price proposal, to avoid any arithmetic error, which may delay the evaluation process.

In the Q&A sessions, the participating companies asked questions regarding the ITB, and the following clarifications were presented during the meeting, as follows:

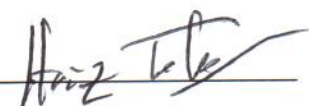
Items/Questions	Response/Clarification
1. Submission Deadline	03 September 2015, 12:00 PM
2. Submission of Bid	The Bids can be submitted either to the address indicated in the ITB or via e-mail: bids.iraq@undp.org
3. non including a water storage tank for irrigation purpose, in the BoQ	In this stage the storage water tank was not included in the BoQ, and if this will be necessary in the future, there is a possibility of adding that additional item to the scope of work, after awarding the contract.
4. Site handing over after the completion of the project.	After the final completion of the park, the site will be handed over to the Directorate of Engineering Parks, Erbil to ensure project maintenance and sustainability.
4. Utilization of local labor and materials.	As indicated in the ITB Section 7, Paragraph 2, in the Price Schedule Form: Contractor is required to utilize a minimum of 10% of the total man-days of the labor should be from Kurani-Ainkawa community.

	UNDP will assist to provide a list of available workforce from Kurani Ainkawa community members
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Attendants:

Attendance	Representative
1. Dalo Group	Mr. Hushyar Mohamad
2. Zewar Company	Mr. Rebeen Othman
3. Jwanishaar Company.	Mr. Hazhar Abdulah
4. Al-Sami Company	Mr. Mohamed Jaff
5. Rega Asphalt	Mr. Ayad Aziz
6. UNDP Project Coordinator	Mr. Haiz Abdullah
7. UN-Habitat Engineer	Mr. Rawand Fuad
8. UN-Habitat Engineer	Mr. Niaz Rash
9. UNDP Procurement Unit	Mr. Shamal Sdeeq

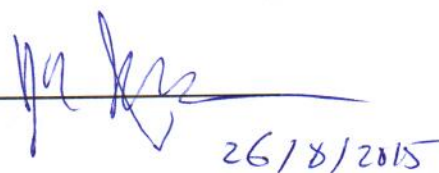
Signed: _____



Haiz Abdullah

Project Coordinator

Signed: _____



Shamal Sdeeq

Procurement Associate

26/8/2015