



## **MINUTES OF PRE-BID MEETING**

### **INVITATION TO BID**

#### **RFP – 2016/5: PROFESSIONAL ENGINEERING DESIGN REVIEW AND SUPERVISION FOR MSW SANITARY LANDFILL CELL, FOR EXPANSION OF PHYSICAL WASTE DISPOSAL CAPACITY OF AL EKAIDER LANDFILL IN IRBID GOVERNORATE, JORDAN**

**Date:** 7<sup>th</sup> February 2016  
**Time:** 10:10 am to 11:10 am  
**Venue:** UNDP Jordan Offices in Amman, Jordan

### **1 PRESENTATION**

After having companies introduce themselves, UNDP-Jordan gave a detailed presentation of the RFP document:

RFP consists of the following sections:

Section 1 – This Letter of Invitation

Section 2 – Instructions to Proposers (including Data Sheet)

Section 3 – Terms of Reference

Section 4 – Proposal Submission Form

Section 5 – Documents Establishing the Eligibility and Qualifications of the Proposer

Section 6 – Technical Proposal Form

Section 7 – Form for Proposal Security

Section 8 – Financial Proposal Form

Section 9 – Form for Performance Security

Section 10 – Contract for Professional Services, including General Terms and Conditions

Section 11– Special Conditions

### **2 ATTENDANCE**

The meeting was attended by the interested entities with UNDP representatives.

### **3 QUESTIONS AND ANSWERS**

During the presentation the following questions were asked by the proposers:

#	Questions Raised During the Meeting	#	Answers
Q1	Regarding the financial soundness of the interested proposers, what is the required average cumulative annual turnover over?	A1	The total average cumulative annual turnover over each of the last two years exceeded the amount of US\$ 1,000,000. Amendment #1 confirmed that.
Q2	If the proposer is a joint venture, does both of them should have turn over US\$ 1,000,000 for the past two years?	A2	It is required from the joint venture leader.
Q3	If the proposer is a joint venture, is it required to submit a legal agreement between the parties of the joint venture?	A3	At this stage (tendering stage) the joint venture must submit a memorandum between the parties of the joint venture. But before signed the contract –if the winner entity is a joint venture- the joint venture must submit detailed legal agreement accordingly.
Q4	How many visits required from the consultant at the defects liability period?	A4	Please refer the ToR. Regardless the number of site visits, the proposer has to achieve his task under the defects liability period as per the ToR.
Q5	How we can get confirmation that our proposals received by UNDP?	A5	You can contact UNDP procurement (operations) as per the contact details mentioned in the data sheet
Q6	Please clarify the submission method?	A6	This issue mentioned in details in the Instructions to Proposers and the data sheet. The proposers have to submit both hard copies & by email.
Q7	Who is responsible for the required facilities to achieve the scope of work?	A7	The proposer is fully responsible for all facilities of any type to achieve the scope of work.
Q8	Can the proposer submit the proposal security bond from international bank outside Jordan?	A8	Yes, but the bank must be classified “A” and accepted from UNDP. It is preferable to get the bond from Jordanian bank.
Q9	Who did the design?	A9	AECOM
Q10	Are the available designs approved by the Jordanian Government?	A10	It is approved by Ministry of Environment
Q11	Please clarify the insurance issue?	A11	The insurance clarified very well in the ToR & special conditions. The winning proposer has to submit to UNDP a draft insurance policy from a class “A” insurance company in Jordan or international insurance company but working under the rules & regulation in Jordan, then the proposer has to get UNDP’s approval on both the insurance company & the insurance policy & content in advance.
Q12	Whom will approve the selected staff of the consultant?	A12	UNDP



#### **4 SITE VISIT**

The proposers were informed that UNDP will arrange the transportation facility, and that to be available at UNDP premises (Ishaq Al Edwan Street, Building no. 16 - Opposite to Shmeisani Police station.) on 8<sup>th</sup> February 2016 at 08:30 am.

The proposers were informed to inform UNDP maximum by COB of 7<sup>th</sup> February 2016 with their representatives.

#### **5 CLOSURE**

The meeting was adjourned at 11:10 am.