



Minutes of Pre-Proposal Meeting

Request for Proposal

RFP/2016/09: ESIA Jerash Transfer Station

Wednesday 27th April, 2016

Date: 27th April, 2016
Time: 10:00 am to 11:30 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 eight parts:

Section 1 – Letter of Invitation;

Section 2 – Instructions to Proposers (including Data Sheet);

Section 4 – Proposal Submission Form;

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

Section 6 – Technical Proposal Form;

Section 7 – Financial Proposal Form;

Section 8 – Contract to be signed, including General Terms and Conditions.

2 ATTENDANCE

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

3 QUESTIONS AND ANSWERS

On completion of the presentation the following questions were asked by the proposers:

#	Questions Raised During the Meeting	#	Answers
Q1	Is it a mandatory to have an international team member ?	A1	He/ She must prove his/her engagement with similar assignments that were prepared for international agencies



#	Questions Raised During the Meeting	#	Answers
Q2	Referring to the final proposal, price offer should be tax included?	A2	Yes, it should be included.
Q3	Does the proposer have to submit proposal and performance security?	A3	As per the RFP terms and condition the proposer should submit proposal security as well as performance security which includes a retention percentage (10%)
Q4	Where is the exact location of the transfer station?	A4	The exact location is Merad /Jerash governorate
Q5	What about testing prices , should it be included in the total amount ?	A5	Yes, it should be in the total amount.
Q6	Is a requested to monitor or supervise from the firm side after finishing the study and getting the approval?	A6	No, it's not requested.
Q7	The design will be provided by the firm or the UNDP?	A7	The general layout/ Conceptual design will be provided by UNDP; access roads of the site should be assessed by the firm.
Q8	Is the traffic assessment included in the contract?	A8	Yes, it should be included in accordance with MOENV requirements.
Q9	Working duration should be determined by UNDP or by the firm?	A9	The time of approval taken by the MOENV can be estimated by the firm. consequently the time of the required to carry out the assignment can be also estimated accordingly.
Q10	Testing criteria should be according to what?	A9	In accordance to the MOENV requirements and the TOR's.

4 CLOSURE

The meeting was adjourned at 11:30 am.