



Pre-Bid Meeting Minutes

INVITATION TO BID

ITB/05-10/2016

RENOVATION OF OBARI GENERAL HOSPITAL BUILDING

Date: 08th November 2016

A skype pre-bid meeting was held on 3rd November 2016 at 11:40 hrs. A detailed explanation was given on the ITB process, required documents to be submitted by the company to provide him with clear understanding of the process and documents to submit. Following participant attended the meeting:

Participants Name	Organizaion
Zeidan A. Zeidan	Pentapolis/ Dubai
Abdoul Wahed Issa	AWST ALMADINA COMPANY/AWBARI, Libya
Jamal Aswar Alsaray	ASWAR ALSARAYA/ Tripoli, Libya

Due to the connection issue, bidders were also encouraged to send the queries in writing via email and responses of the queries rasied are:

1. Question:	item C1 - we found 3 different interior doors type and in bill of quantity there is single type 920*1930 mm as attached picture please advise?
Response:	Bidders are requested to quote for the door described in the BoQ. The contractor will be paid for the actual work done in accordance with ITB.
2. Question:	- item E1 - after inspection with Eng. Moulay we found bituminous sheet (water proof) area of damaged roof more than requested in bill of quantity (22 m2) as attached in picture. Please advise?
Response:	Bidders are requested to quote for the quantity shown on the BoQ. The contractor will be paid for the actual work done in accordance with the ITB documents.
3. Question:	We are not manufacture company imported supply and installation is necessary to bring ISO for our company for bid.
Response:	Please comply with ITB requirement.
4. Question:	BOQ C3 TO C8, this items supply and fix means the old one repair or installation new doors ? Note : the materials of doors are an old one and difficult to get in market and check NOs .

Response:	BoQ from C3 to C8 (except C5) requires réparation of old doors. C5 requires reparation of old windows. The rest should be new.
5. Question:	What about drawings you will provide us with it or it is contractor task ?
Response:	The contractor should provide shop-drawings and the As-Built drawings , in accordance with the ITB requirement.
6. Question:	The model of aluminum doors are very old and it is better to renew due to the market
Response:	Bidders are requested to quote for the Aluminuim doors specified in the BoQ. The contractor will be paid for the actual work done in accordance with the ITB.
7. Question:	Submission of bid by hand delivery or electronic submission ?
Response:	Both options are allowed, as long as provided the deadline for submission is respected as per ITB (refer to ITB at page 19-20)
8. Question:	What about the time table. we Will submission our plan for including <ul style="list-style-type: none"> • project management plan ? • Scope management plan ? • schedule management plan ? • cost management plan ? • if allowed we use MS Project ?
Response:	Please comply with the ITB requirements. If it is not particularly required, you are not requested to submit it.
General questions:	
9. Question:	- In Libya there is a big issue to draw money from banks and there are no ATMs available. Credit Cards are not the norm, especially in the remote areas. Does the UN provide any assistance in this, e.g. to provide a letter that helps to draw and transfer more money from banks higher than the limit amount set by the bank.
Response:	UNDP may pay the contrator in USD to the company bank account out of Libya It is advised that local Companies should have a bank account out of Libya so payment can be processed in USD.
10. Question:	What is the policy for force major of the UN during this job, as the situation is stable but risk is still existing in the region.
Response:	Please refer to the relevant clauses of the General Tems and Conditions of Contract and the ITB.
11. Question:	There are some of the material we need to import to Libya, do you provide a tax exemption letter?
Response:	UNDP has Tax exemption status in Libya and doesn't pay tax. Tax exemption letter will be provided only for the invoices that will be submitted after completion of predefined milestones in the Contract (see payment terms of section 3b - Related services).

BOQ Questions:	
12. Question:	It is required to provide and maintain a temporary shed during the job to store material and other requirements. Do you provide any security or compound in which we can rent? As per our security assessment buildings material and other materials involved in the job, have a very high risk e.g. of being stolen or taken away at gun points. Are the goods insured by the UN?
Response:	The Contractor should protect and insure his work, machines, equipment, and the goods, all as stipulated in the ITB.
13. Question:	You required to remove damaged doors and remove surplus. Is there any designated area where the disposal can thrown away?
Response:	Please refer to the BoQ requirement. The contractor should haul away at, his own expense, to locations approved by Authority.
14. Question:	In the concrete works you mentioned that reinforcement will be paid separately. What does this mean? We include them as an item in the offer and calculate depending on the quantities executed?
Response:	Please include the price of the required steel reinforcement in the relevant concrete BoQ item. No separate payment for the supply and fixing of the required steel reinforcement will be paid.
15. Question:	Doors and Locks have to be from European manufacturers? Is China, Vietnam or Turkey (all have ISO) also eligible?
Response:	Doors and locks should comply with the required specifications, as approved by the Engineer, all in accordance with the ITB requirements .
16. Question:	For the items C3 to C8 do we have to provided the same exact item or we can provide something similar with same dimensions?
Response:	Bidders are requested to quote for items described in the BoQ. The contractor will be paid for the actual work done in accordance with ITB documents
17. Question:	For item C10, what is the preferred manufacturer for the Gypsum Board and what are the exact dimensions? You mentioned 8sqm, but we would need length, width, weight, etc.
Response:	Laminate gypsum boards should be of top quality, comply with the relevant specifications approved by the Engineer.
18. Question:	Plumbing works is not possible to estimate, as the quantities of the pipes, elbows, bends, etc can be only estimated after deep assessment of the building. How can we solve this together with you?
Response:	The contractor should visit the site to understand the scope of work. The required materials should be new and comply with the specification.
19. Question:	For items F1 to F9 we will need more specification, your information is too general. There is high price variation between all the different possible types we can provide and install.
Response:	The required material should be of top quality complying with the relevant specification, approved by the Engineer. Flush tanks for W.C should be ceramic.
20. Question:	For items G1 to G10 is there any preferred manufacturer?

Response:	The required material should be of top quality complying with the relevant specification, approved by the Engineer.
21. Question:	Are there any more details for item H1? As this item is a very detailed job, we recommend to provide a detailed scope and current state analysis.
Response:	The contractor should visit the site to understand the scope of work. The required materials should be new and comply with the relevant specification and Standards. The required maintenance should include supplying and fixing the damaged pieces s and to be replaced by new pieces or fittings to render the systems functional and durable, all as approved by the Engineer.
22. Question:	For item I1 is there any preferred manufacturer for the pumps? Who is manufacturer of the current pumps?
Response:	The manufacture must have ISO certificate for production (or comply with the relevant Standards) and have proof for the spare parts availability in Libya.