

MINUTES OF THE PRE-BID CONFERENCE on the technical and procedural issues of preparation and submission of offers under ITB #BLR 1188/2016 for construction and assembly works at the site “Building of the Pulp Coarse Screening Workshop in the area of the Unitary Enterprise “Paper Mill” of Goznak, located in Borisov, Minsk region”
12 December 2016, 11:00, Unitary Enterprise “Paper Mill” of Goznak (Borisov)

1. **Question:** Where is it possible to get the design documentation?

Answer: The design documentation is posted at the link <http://www.by.undp.org/content/belarus/en/home/operations/procurement.html>, it can also be provided upon request of the Bidder by e-mail.

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2. **Question:** Is the value of works fixed in the contract can be increased based on the currency rate fluctuation?

Answer: The contract value is fixed and is not subject to indexation and reconsideration due to currency rate fluctuation. The contract will be concluded and the invoices will be paid in the currency of the submitted Bid.

3. **Question:** How the question about contract value increase will be considered if additional works that are not included into the design and estimate documentation are revealed?

Answer: In case additional works that are not included into the design and estimate documentation are revealed the Contractor has to timely notify the Project Engineer before starting implementation of such works. The Project Engineer as well as the organizations that conduct technical and designer supervision of the construction will consider reasons and scopes of additional works. In case the necessity of such works is confirmed, UNDP and the Contractor will sign additional agreement for the amount of the additional works. Please, refer to item 48 of General Conditions for Construction Works.

4. **Question:** Will the procedure of lowering of prices/negotiations after bid opening be conducted?

Answer: The price offers provided by the Bidders are final and are not subject for change. The analysis of offers will be conducted on the basis of the prices indicated in the Bidders' offers. The procedure of lowering of prices/negotiations after bid opening will not be conducted.

5. **Question:** Is the advance payment allowed and in what way it will be repaid off?

Answer: Advanced payment in the amount of not more than 20% from the total contract amount is allowed. In case the amount of advance payment exceeds USD 30,000 the Bidder should provide bank warranty for the sum equivalent to the sum of advance payment in the form stipulated in the Section 12 of the ITB. In the course of execution of works the Contractor will provide to UNDP invoices and 20% will be deducted from each of them in order to cover the previously paid advance payment.

6. **Question:** In what way will the payment be made for completed works: one stage or several stages?

Answer: The payment of contract amount will be conducted by stages according to the schedule of works and payments stated in the contract with the winner of the bid. **Invoices** submitted by the Contractor undergo obligatory checking and approval by UNDP and the

organization conducting technical supervision. The payments are made in the currency of the submitted Bid.

7. **Question:** Who will conduct technical supervision and how often will this specialist visit the construction site?

Answer: The technical supervision will be conducted by a qualified specialist/ organization which has a license to conduct such type of an activity. The construction site visit will be conducted on regular basis (minimum once per week). Acceptance of hidden works is obligatory.

8. **Question:** When the beginning of works is planned?

Answer: Construction works will be started in the middle of February 2017.

9. **Question:** Is there electricity connection point?

Answer: The electricity connection point is located on the territory of the Paper Mill unitary enterprise.

10. **Question:** In what way the VAT is accounted during comparison of bids?

Answer: Price offers of the Bidders - non-residents of the Republic of Belarus should not contain the VAT. Residents of the Republic of Belarus should clearly state VAT in their price offer, if VAT is applicable. In case VAT is applicable, it will be paid to the Contractor and reimbursed to the UNDP by the Ministry of Finances of the Republic of Belarus. Comparison of price offers will be made without VAT.

11. **Question:** What information about the bids is announced during the bid opening procedure?

Answer: During the bid opening procedure the following information is announced: company name, country, value, currency, VAT (if indicated).

12. **Question:** Are the works on mounting of foundations of socket type for columns included into the BOQ?

Answer: The project envisages installation of monolithic foundation under the columns. Materials and works for construction of foundations (socket-type) are fully included into the BOQ: item 6 of the BOQ ЛСМ 3-1-1-SO "WORKS ON REINFORCED-CONCRETE FOUNDATIONS FROM THE CONCRETE OF CLASS C12/15, GENERAL PURPOSE, FOR COLUMNS, VOLUME TILL 5 M3 FROM CONCRETE C20/25 W8"

The participants of the pre-bid conference visited the construction site. The following questions were asked:

13. **Question:** Are there any peculiarities for dismantling/moving of the overpass?

Answer: Moving of the overpass is to be conducted in space-limited environment without stopping of the current production process. After installation of the piping their reconnection has to be agreed with the Unitary Enterprise "Paper Mill" of Goznak.

14 December 2016