

**Minutes of the Meeting** (Pre-Bid Meeting - UNDP-ITB-2021-160 - Hiring of Construction Company for Retrofitting of Model Structures)

	Date: 18 May, 2021
	Time: 2.00 PM to 3.30 PM
	Online (Zoom) meeting
<b>Participants</b>	<ol style="list-style-type: none"> <li>1. Mr. Ather Ali Khan (Asif &amp; Company)</li> <li>2. Mr. Nouman Ayaz (Mohmand Developers)</li> <li>3. Engr. Saad Khan (Hadaf International)</li> <li>4. Mr. Muhammad Jawad Shahid (3G Engineers)</li> <li>5. Mr. Irshad Ahmad (Bajaur Construction Company)</li> <li>6. Mr. Najeebullah (Akhunzada Associates Pvt. Ltd)</li> <li>7. Mr. Aqeel Ajmal (M/s Muhammad Ayoob Khan Pvt Ltd)</li> <li>8. Mr. Zafar ul Hasnain (M/s Manzoor Ahmed)</li> <li>9. Mr. Anwar Memon (Alpha Engineering &amp; Construction)</li> <li>10. Engr. Irfan Ahmed (Alpha Engineering &amp; Construction)</li> <li>11. Mr. Tariq Iqbal (M/s BMW Company)</li> </ol> <p><b>UNDP</b></p> <ol style="list-style-type: none"> <li>1. Mr. Ali Saeed (Procurement Officer)</li> <li>2. Ms. Kanwal A. Kazmi (Procurement Specialist)</li> <li>3. Mr. Naeem Iqbal (PM -Tsunami Project)</li> <li>4. Mr. Gohar Yasin (Admin &amp; Finance Officer, DRRiP Project)</li> <li>5. Mr. Adnan Iqbal (Admin &amp; Finance Associate, Tsunami)</li> <li>6. Mr. Abdul Waheed (Monitoring &amp; Reporting Associate, Tsunami)</li> <li>7. Mr. Jawad Ali (Project Civil Engineer)</li> </ol>

Agenda item	Discussion Points	Decision
<b>Opening remarks</b>	Mr. Ali Saeed (PU) opened the meeting and welcomed the participants. He briefed the participants on ITB of Retrofitting of Model Structures.	
<b>Introduction of the Project</b>	Mr. Naeem Iqbal (NPM) proceeded with welcoming the participants and briefed them about the project activities being implementing especially the scope of the retrofitting schemes.	UNDP already provided the details of sites for every project district with contact person details mentioned in the ITB. Potential bidders can visit the sites as they are open public buildings.
<b>Introduction of the formats</b>	Mr. Ali Saeed explained each section of the of the ITB in details and highlighted the important points aspect which can be helpful for a successful bid submission.	

<p><b>Site visit</b></p>	<p>Few participants expressed their interest to visit proposed sites before preparing and submitting bids.</p>	
<p><b>Questions and answers</b></p>	<p>Mr. Ali Saeed moderated the Q&amp;A session and all the queried were addressed appropriately. The details of queries and responses are as follows.</p> <p><b>Q.1: Is there any work included of Electrical and Plumbing in the scope of work?</b></p> <p>UNDP team responded that the details related to electrical and plumbing work is added in the scope of work. It is clearly mentioned in Bill of Quantities as Electrical works, and Public health works including installation of water tanks, pumps and related items which involve plumbing works as well.</p> <p><b>Q.2: Is there any preliminary survey of these sites conducted?</b></p> <p>UNDP team replied that the preliminary survey and technical assessment including Nondestructive testing and structural analysis of the existing structure has been carried out by design and supervision consultant firm. BOQ's and Drawings have prepared based on the assessment.</p> <p><b>Q3:Is registration on UNGM mandatory for this bid submission?</b></p> <p>Registration of UNGM is not mandatory for this ITB. However, the bidder is advised to register them on UNGM as well.</p> <p><b>Q4: What will be payment schedule? Will UNDP pay any advance payment or mobilization cost?</b></p> <p>Advance payment is not allowed under this ITB. Therefore, the payment shall be made to the contractor against running bill of executed works through submission of Interim payment Certificate (IPC) with supporting documents dually verified by the Construction supervision consultant firm and the UNDP project Civil Engineer.</p> <p>The Performance Security will be required as 10% of total contract value in form of Bang Guarantee.</p> <p>A Tentative payment schedule is also uploaded with the Event attachments.</p>	

<p><b>Closing remarks</b></p>	<p><b>Q.5: Tax Deduction rules of UNDP.</b></p> <p>No Tax deduction will be made by UNDP. The selected bidder(s) will be responsible for submission of tax returns through respective tax jurisdiction, if any.</p> <p><b>Q.6: Is submission of 3 contracts compulsory for the bid submission?</b></p> <p>Yes, it is mandatory to provide 3 contracts as mentioned in ITB document.</p> <p><b>Q.7: What will be the size and gauge of the wire mesh used for retrofitting purpose?</b></p> <p>14 Gauge wire mesh shall be used with specified openings; however, the method of fixing was explained by consultant's team leader. The quality of the wire mesh needs to be approved by the Engineer through providing samples before its installation.</p> <p><b>Q.8: Missing design of Rehri Goth School</b></p> <p>The said design of the school will be uploaded in the e-tendering system.</p> <p><b>Q.9: Quantity of Electrical and Plumber work was missing at some places which needs to be added in BOQs.</b></p> <p>As per standard practice, few items have been added to the BOQ's. Whereas the BOQs which does not reflect the quantity of any specific item is not included in the cost estimates and shall be considered as zero. The bidder does not require to fill out rates against those items where quantities are not mentioned.</p> <p>Mr. Ali Saeed closed the session by thanking the participants.</p>	
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**Note: Revised Bid Submission Forms**

In ITB, Form-D, Eligibility & qualification form was missing. Therefore, the sequence and reference number of forms is corrected, and all Bid Submission Forms are attached with Event attachments. The bidders are required to download and submit the bid using revised forms.

The Bid Submission Deadline has also been extended till 31<sup>st</sup> May 2021.