

Subject: Pre-Bid Minutes of Meeting

UNDP Ref #: UNDP-ITB-2022-057 - **Construction of Anti-Narcotics Force (ANF) Academy Extensions and Women Hostel, Islamabad**

Venue: Online through “ZOOM” Software

Date & Time: 3rd March 2022- 1400 Hrs

UNDP Representatives:

- Mr. Nadeem Akhtar – Engineer – AOI-UNDP
- Ms. Alveena Rahim- Oversight Engineer (Individual Contractor) – AOI-UNDP
- Mr. Ali Saeed- Procurement Assistant-PU-UNDP
- Mr. Nabeel Akhtar - Procurement Assistant-AOI-UNDP
- Mr. Aman Ullah Khan- Procurement Assistant-PU-UNDP

Bidders:

- M/s Hadaf International
- M/s Saleh Jan & Sons
- M/s Maz Enterprises
- M/s Astral Constructors (Pvt) Ltd
- M/s Ziauddin Ahmed & Co
- M/s Kasib Associates
- M/s Malik Afridi & Co
- M/s Amcorp

The pre-bid meeting was organized by UNDP for the RFP # UNDP-ITB-2022-057. During Pre-Proposal meeting following major questions were raised by bidders. Point wise reply of these questions are given below for information of the vendors.

Q1: Can Performance Guarantee be Insurance Guarantee or Bond?

A: No, Performance guarantee can only be in shape of bank guarantee, the format is already given in the ITB document which will be used by award winning contractor for submitting the performance bank guarantee.

Q2: Which type of bid security will be accepted CDR or Pay-order?

A: Both are accepted form for bid security

Q3. Can UNDP include advance payment option or add escalation clause?

A: We have no advance payment option as mentioned in the ITB. However, UNDP will pay 75% of the material cost after consultant verification, once material is purchased and brought by the contractor at site in-order to ease the contractor and to maintain their cashflow

We have fixed price contract; therefore, no escalation or inflation is considered in our contract.

Q4. If after the award of the contract there is variation in the requirement will the contractor be required to submit the bank guarantee for the additional amount of work?

A: Yes, the contractor shall be submitting the performance bank guarantee for the additional work

Q5: What should be the contractor approach about tax applicability

A: The bid submitted by the bidder should be inclusive of all taxes, which further means that the bidder unit prices should be inclusive of all applicable taxes in their jurisdiction. UNDP will not withhold or deducted any amount from contractor invoice.

Q6: In BOQs it is mentioned that added to 12% ruling for Rawalpindi, what does it mean, and can we change it?

A: Since the MES 2014, is being followed and we are in 2022 right now, under Pakistan Law a percentage ruling has been designated to each district which increase the rates of the MES item by a certain percentage. For Rawalpindi that ruling has been set at 12%. In the excel file this 12% is added at the end of the sum total of the civil works and it cannot be changed. The change can be made by the contractor in the rate they are filling for each item while this percentage is absolute.

Q7: Should we be following MES rates 2014 for submitting our quotation?

A: No, every bidder should be submitting its own rate while considering that 12% ruling is applicable

Q8: What does cumulative experience and financial strength mean in case of JV firm?

A: It means that the experience and financial strength of both JV partners will be added together for the assessment of their experience and financial capacity. However, as the procurement is for construction therefore, both JV partners should be construction firms, JV could not be established between different industry of businesses

Q9: We have a point mentioned in JV form "letter of intent" for JV, what does it mean? Can we establish JV after bid submission?

A: No, you should be deciding it before the submission of bid and if you form a JV then you should be submitting bid along with the JV agreement on legal stamp paper while mentioning the percentage of financial share between the lead firm and partner firm and responsibilities of each. The bid should be submitted by lead firm. Additionally, the JV partners should have their own letter pad on which they will submitting their documents, they should have their own bank account on the name of JV firm and the bid security shall be issued from the JV bank account. Similarly, if awarded, the JV

contractor shall be issuing performance bank guarantee from the JV account. Similarly, JV account will be considered for invoice payment

Q10: As the construction is in the security area so UNDP will get us any NOC or prior permission?

A: We will cutoff the place from the restricted area so if you are awarded you will need not to get permissions for accessing the site of construction. However, on such security restricted sites, Pakistan national labors will be allowed so the labors provided by contractors should be Pakistan national

Q11: Few lines are not locked in the BOQs, should we consider unlocked BOQs?

A: We have re-uploaded the Locked BOQs in the e-tendering system therefore, all bidders are requested to download the locked BOQs and submit the Bids on the locked BOQs

Q12: In schedule items of BOQs electrical items few items are repeating 1 and 4, 2 and 5, 3 and 6 are same, should we not quote on the repetitive items?

A: They are not the same, as they are designated for different electrical systems. 1(2-280) is related to Earthing System while 4 (25-135) is related to LT cables. Same is the case with 2 and 5, 3 and 6. Kindly check the item MES Schedule codes, description and quote a rate accordingly.

Q13: In schedule electric items, item #02 has an electric PVC cable requirement, where cable size is not given however, schedule item is mentioned with it so will we consider it schedule item or will you share the detailed description with us?

A: Thank you for pointing it out. The item MES schedule **29-113** is correct and it will be "Cable electric, PVC insulated 250/440V single core, with stranded copper conductor, **4mm².**"

Q14: How can we plan our site visit?

A: Kindly share the personnel name and CNIC with us by 8th March so that the list can be shared with ANF. UNDP will coordinate with ANF and inform Bidders of the date and time for the visit. No visit outside of the schedule can be permitted, as the area is under ANF Academy boundary.