

Pre-bid Meeting
Request for Proposal 2022/17

Consulting services for Designs Revision and Site Supervision Support for the Permanent Exhibition for Rural Products

Date: 15th June 2022

Time: 10:00 -11:30 for the Prebid meeting

Venue: Online Meeting (MS Teams)

1 PRESENTATION

After having companies introduced themselves, UNDP-Jordan gave a detailed presentation of the RFP document, indicating main instructions regarding deadlines, submission method, required documentation and forms, and then clarifying the technical requirements and the evaluation criteria.

Bidders shall review the UNDP general terms and conditions for the contract and will be assumed to have accepted them upon submission of offer.

The RFP document consists of following:

1. Section 1: The Invitation Letter
2. Section 2: Instructions to Bidders
3. Section 3: Bid Data Sheet
4. Section 4: Evaluation Criteria
5. Section 5: Terms of Reference
6. Section 6: Returnable Bidding Forms/ Checklist

There were some adjustments, clarifications and additional information to the RFP requirements shared by the UNDP during the meeting as following:

1. The experience should be for similar value projects, and for specialized construction works (not for residential buildings or small commercial buildings).
2. The duration of the supervision team deployment to site is changed to become 81 calendar weeks instead of 65 weeks for phase I, and hence the project contract duration will be 133 weeks, with additional 60 days at the end for final reports and verified final payment application by the Consultant. **(Important note)**
3. The retention mentioned in the RFP is applied in the following manner in the terms of payment:
 - a. 80% of contract value Construction Supervision/Management (phase I) paid at the completion of each 4 weeks (except for the final payment) upon completion of tasks, verified key staff attendance sheet on site and the approval of UNDP's Engineer.
 - b. 10% of the contract value for the defect's liability period supervision and support, paid as one payment at the end of phase II.
 - c. 10% of the contract value paid upon submission of final closure report after phase II, and settlement of all claims by the UNDP (if any).
 - d. In case of any cost extension in phase I (additional weeks will have the same value as the original value of each of the 81 weeks).
4. All proposed team CVs submitted should be signed by the proposed team members (each candidate should sign their CV applied to this project).
5. The bidder should not indicate the price of assignment offered in any place except for the password protected file for the financial offer. The template could be adjusted to include all deliverables and additional price analysis is allowed for bidders to understand their pricing method indicating additional insight on the value-for-money of their proposal.

2 ATTENDEES

The meeting was attended by the interested entities with UNDP team.

3 QUESTIONS AND ANSWERS

During the Prebid meeting and site visit, the following questions were asked by the bidders:

#	Questions raised during meeting	#	Answers
Q1	Should the price include VAT?	A1	No, the price should not include the VAT, however, the amount of VAT required for this contract should be indicated within the price offer as a note. In case of paying VAT by the end-user (Ministry), official documentation

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			of the VAT value should then be submitted.
Q2	Is the submission only by email, or is there a need to upload any form on the system?	A2	Submission is only by email, and if you have a large size document, you can add a link (google drive), and it should be uploaded before the submission deadline, and not edited after the submission deadline.
Q3	The liquidated damages should be only on the Contractor, as the supervision team is not responsible for any delay, could you clarify this and revise it?	A3	This has been revised, as there are already other tools in the contract, this tool will not be used as described in the RFP document, however, in the case of any additional costs to the UNDP due to the Consultant (bidder) mal-practice or un-justified delays in giving instructions or inspecting works, the costs of supervision for the additional duration will be on the account of the bidder, and any losses to the UNDP in terms of re-work, or costs for the construction contractor claimed at UNDP due to failures of the supervision team to do their tasks as per the Contract, the UNDP will claim these costs and losses from the Consultant (bidder) through all the contractual and legal tools possible, and consider that the final report deliverable uncompleted until all claims are settled , if any.
Q4	For the financial standing, is it allowed for some years to have negative net profit, since many firms are recovering from COVID-19 crisis?	A4	Due to the recent market events, it is allowed to have one year only showed losses, and the rest showing profit (but then additional year audited statement (2018) will be requested to show that the bidder is not a curve of losses, rather in a curve of profit, with a non-representative year, noting that the quick ration should not be less than 1 at any cases.

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Q5	Could the audit be in Arabic language?	A5	Yes.
Q6	What is the design revision scope for the Consultant (bidder)?	A6	<p>After revision of the meeting discussion, the design review is not included in the scope of this RFP (omitted from the RFP original scope) only revision of the construction contractor proposals for any design modification (variation orders) is required from the consultant under this assignment. Any new elements designed by the Consultant will be negotiated through a VO.</p> <p>The bidder should review the constructability of the designs available, and provide their feedback, and in case of the drawings being deemed and reported as not adequate for construction by the bidder, the contract will be terminated with no cost at UNDP. In case the report indicate that the designs are adequate for construction, the contract shall continue as per the deliverables required.</p>
Q7	Who is the designer? Can you share any drawings of the project?	A7	<p>The designer identity at this stage could not be disclosed, but the designer is a grade A engineering firm, with registration to provide engineering services to the Ministry of Public Works and Housing (MPWH), with previous high-profile design projects, and certifications from well-known organizations.</p> <p>There will be attached a pdf file of the architectural designs submitted to</p>

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			GAM for preliminary approval of the project.
Q8	What is the part-time staff required attendance on site (electromechanical and surveyor) during phase I	A8	<p>The surveyor must be full time during the first 4 months of phase I, and later part time, with one site visit/week minimum to ensure quantities are surveyed properly, as-builts are reviewed, and demarcation of elements is verified in addition to the site manager/engineer inspection of the consultant. For all RC elements buried below finish floor level and electromechanical items that will be buried or covered with material in walls and ceilings, the consultant surveyor and team must make as-built readings themselves and keep it in the records at each stage of work progress to ensure that the as-builts are accurate.</p> <p>As for the Electromechanical staff, they are required to full time for the period that could be assigned by JEA (based on the bidder experience with JEA requirements) , and part time for the rest of phase I, and start their site visits mainly after excavation is completed, and once electromechanical works preliminary installations start (minimum 81 visits during phase I for electro mechanical engineers).</p> <p>Part-time work includes site visits, where the minimum here is assigned, and at the same time, the part time work includes office work for documents review and other desk works that are included in the term “part time”. They shall attend the</p>

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			weekly meeting (2-3 hours per week) in addition to the site visits also.
Q9	What is the value-engineering scope required by the bidder?	A9	As the design aspect is omitted, value engineering principles should be only conformed by the Consultant for any proposal coming from the contractor.
Q10	Regarding the site offices for the Consultant, why is it not assigned to the Construction Contractor to obtain them for the supervision team as per the local trends, to reduce the cost?	A10	This is seen as potential conflict of interest; hence the site offices will remain part of the bidder scope (except for holding tanks and main electricity main line to the offices area). The supervision team shall assign on the site handover the office location for their team and construction contractor's team.
Q11	Kindly clarify the clause that says, any additional supporting staff to achieve the required scope of work on time without any additional fees.	A11	The Consultant (bidder) is required to manage the site properly, if they are able to manage it properly (not many disputes arising from site, correct inspection of works and site management) with the assigned staff, it is fine by the UNDP, however, if there is need to involve more staff by the Consultant to control the site properly, it should be at no cost, and at all cases the Consultant senior management should be present at least for 2 weekly meetings per month, including the site visit to ensure their site staff supervision tasks are of good quality and is monitored by the main office. This assessment of additional resources is based on the Consultant experience to complete the tasks required, and no additional cost is

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			required claim is valid against the UNDP for this matter.
Q12	The start is on October as mentioned in the RFP, it is hard to commit that the staff indicated in the offer will be available after this long period, kindly clarify.	A12	The bid validity is 120 days, which is farther than this date. The UNDP will work as much as possible on having the construction works contract signed earlier. The staff is allowed to be changes in case of providing evidence that the reasons for change are beyond the ability of the bidder to mitigate, and the replacement then will be interviewed by the UNDP (at least three candidates should be provided by the Consultant with similar qualifications for any staff substitution).
Q13	How many interns are required on site?	A13	Only one required by the UNDP. In case of JEA requesting more, this is assumed to be included in the bidder offer, as they are supposed to be experts on the requirements of JEA.
Q14	Is UN global compact membership doable before submission date?	A14	Kindly refer to the UN global compact website to get further information on how to obtain this membership.
Q15	Are the CVs required in the RFP, and under technical evaluation for the offer for the design or supervision team?	A15	Only supervision team CVs are required for scoring evaluation, the rest could be mentioned as backstopping team, with their roles and major qualifications mentioned. (Education and number of years of experience). The core of this assignment is supervision works, not design, and wherever design experience is required in the evaluation formula, it should be noted that it is an extra, but the main experience required is site management and supervision experience. Note that the team leader required experience in 12 years not 10,

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			and relevant certification or degree in project management is evaluation instead of only degree as mentioned in the RFP.
Q16	Can you designate the Electro-mechanical engineers site attendance? Could there be additional engineers required for the assignment if JEA requires so?	A16	They should work on part-time modality for the project, fulfilling all of their tasks, as the requirements for the Consultant (bidder) is to fulfill their tasks regardless of the resources they design to have in their offer, where the minimum is required in the ToR of this RFP. The E&M Engineers should attend 81 visits to site minimum. If JEA requires more staff, if they consider this as a special project despite being less than 10000 m ² area of construction, then this additional staff is deemed to be included in the offer price, as this item effect on pricing is depending mainly on the bidder's experience in JEA regulation and previous judgment, where the project is only s basement and ground floor with yards, of around 6500 m ² building area. The bidders could take the preliminary design shared and inquire in JEA regarding the potential requirements at this stage.
Q17	Is the land surveyor, QS, and CAD operator, the same person in the schedule of required staff? Is 3 years of experience enough, we might bring 10 years of experience, could the 3 years' experience requirement be changed to 7 or 10 years of experience, as we will have a different scale of salary in order to compete in our prices?	A17	Yes, there are surveyors in Jordan who are able to do land survey, and use AutoCAD, and make quantities survey at the same time, and 3 years of experience is enough as a minimum. In case the bidder needs to assign several different individuals to undertake these tasks, they are allowed to, without any extra cost to the UNDP of their submitted offer.

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Q18	For the article in the ToR about the additional works allowable management fees, does it include overhead and profit for the maximum assigned 5% or not?	A18	The 5% max ceiling is only regarding the profit after all costs of the additional works requested by the UNDP.

4 PREBID MEETING SUMMARY

The bidders were informed of all RFP requirements, through the Prebid meeting, which took place on the 15th of June 2022. **The submission deadline was shifted to Sunday 3rd of July 2022 at the same time**

6 CLOSURES

The pre-bid meeting and site visit were adjourned at 11:30 AM.