

Minutes of Meeting of Pre-Bid Meeting
INVITATION TO BID: No. ITB-HCR-SYR-2022-44
FOR THE PROVISION OF LIGHTING POLES AND INSTALLATION OF SOLAR STREET
LIGHT DEVICES

Purpose:

The purpose of pre bid meeting with potential suppliers was to brief them on the following topics related to the subject solicitation document.

1. Guidance on the preparation of bids.
2. Documents required with their offer
3. Brief on the evaluation and eligibility criteria
4. Presentation of the required documents with their bid and naming protocol of the related attachments with their bids
5. Scope of work
6. Implementation timelines etc.

As per the solicitation document, pre bid meeting was scheduled for Tuesday 9 August 2022 at 11:00 hrs Syria local time. Bidders who expressed their interest in participating the pre bid meeting was invited through Microsoft Teams app.

Meeting Proceedings:

Meeting was started as per scheduled date and time via Microsoft Teams app in the presence of following UNHCR staff members.

1. Mr. Shahzad Khan Bangash, Supply Officer Aleppo
2. Mr. M. Wasem Mouin, Senior Supply Assistant Aleppo
3. Mr. Aphram Joulak, Assistant Field Officer Aleppo
4. Mr. Saad Maktabi, Shelter Assistant Aleppo
5. Mr. M. Manaf Hamam, Field Assistant Aleppo

Total 14 bidders participated in the pre bid meeting:

1. Baalbaki
2. Doumet Engineering & Contracting Co
3. Ahmed Ali
4. MUSA SYRIANI
5. Moutaz - DG Gulf
6. SWISS INGENIEURS LIBAN
7. Taj (ETAC SAL)
8. Eng. Sally Hilal (RK Group)
9. شركة جذور وحلول
10. Bassel

11. Reem Obeidin
12. Khaled molki
13. Muhammad Abulaban ASTE
14. Zuhair wardeh

Meeting was started with opening remarks by the Supply Officer and after introduction of the participants, meeting started by providing information to the potential bidders on the topics as explained above. After the briefing on the important sections of the solicitation documents, bidders were requested to ask any question or request for any clarification related to the subject ITB.

Below table summarizes the questions/clarifications.

| S # | Questions | Clarifications |
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| 1. | Is the offer with a currency rather than SYP / EURO will be accepted? | No, Reference to the tender cover letter Para 2.4.2 Content of the Financial offer, bids must be in SYR or EURO only. |
| 2. | If I have a Syrian bank account, and I quoted in EURO, are you going to pay me in EURO? | No, payment to Syrian bank account will be converted from EURO to SYP based on the current UN official exchange rate. |
| 3. | If I have a Syrian bank account, can I quote in EURO? | Yes, you can, but payment to Syrian bank account will be converted from EURO to SYP based on the current UN exchange rate, even your offer was in EURO |
| 4. | Kindly confirm that UNHCR is going to provide the solar Street Light devices? | UNHCR is going to provide the solar street light devices to the awarded supplier, as the aim of this project is to provide and implement the solar street light poles with the concrete base and install the solar street light devices which will be provided by UNHCR Aleppo. However, the supplier will transport the solar light devices from the central warehouse in Aleppo to the site. |
| 5. | You have asked to quote the Metal polygonal lighting pole with two different thickness 5 mm / 4mm, please confirm? | Confirmed, Reference to Annex 3 the financial offer form and the BoQ, we have asked the potential bidders to quote both options of thickness for the Metal polygonal lighting pole 5mm and 4mm. |
| 6. | If we quote both options of thickness for the metal polygonal lighting pole, that might be reflected on the total value of the offer, please clarify? | Please provide two separate total values based on both required options, first one based on the Metal polygonal lighting pole with thickness of 5 mm and the second total based on Metal polygonal lighting pole with thickness of 4 mm. |
| 7. | Can we provide metal pole with welded sheets? | No, the pole sheets must be one piece as it is mentioned in the specs item 2.1 (length of /8/ meter of tinsplate and must be one piece without joints over the entire length) |
| 8. | Can we apply with a joint venture company to accomplish this project? | Yes, you can subject to submission of signed JV agreement by both the parties clearly identifying the lead company. All communication during the |

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| | | implementation phase will be with the lead company including payments. All required documents supporting the JV shall be submitted e.g; valid registration of both companies, banking details, experience certificate of both companies, company profile etc. |
| 9. | Would you please clarify about the workplan of this project? | The implementation period of this project is 90 days and the awarded supplier is responsible to provide a work plan and detailed timeframe contains all work stages (time of fabrication, installation plan... etc.). And the supplier shall commit to this schedule, as in case of any delay of delivery the delay penalty shall be 0.3 percent for each day of delay is applied to a maximum of 10 percent in the total work order value. |
| 10. | I saw in the BoQ document that the total number of the required poles are 675, while you have mentioned that the total number of the required poles of this project are 725, would you please clarify? | The 675 poles refer to the number of new poles that need to be provided and installed, while the remaining 50 poles already mentioned in the BoQ document which may requires maintenance works or replacement and that makes the total of this project 725 poles. |
| 11. | The payment terms are not mentioned in the tender documents, would you please clarify? | <p>Payments to the contractor shall be released in three milestones with retention of 10% as the following:</p> <ul style="list-style-type: none"> • 30% upon completion and acceptance (Provide and install) 217 poles out of 725 • 60% upon completion and acceptance (Provide and install) 435 poles out of 725 • 90% after substantial completion of required works • 10% retention after completion of six months of liability period |
| 12. | Can galvanized poles be offered? | No, we have to follow the agreed technical specification Annex 2 Technical Specifications. |
| 13. | Place of delivery of the metal parts (after cutting the old columns?? | The delivery locations will be in coordination with the Department of lighting in Aleppo and the municipality in the rural areas. |
| 14. | For the new Slab: Should kufrag be used for all bases? | According to Annex 2 technical specification of lighting poles and concrete base, the wooden formwork should be applied for all the new concrete bases, as it's mentioned on page No.2 section 1.2, and on page No.9 section 1.6. |
| 15. | Poles maintenance: please specify the location of the pole to be maintained | The detailed locations will be shared before the work commence. |

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| 16. | Poles maintenance: Place of delivery of the metal parts (after cutting the old columns). | The delivery locations will be shared in coordination with the Department of lighting in Aleppo and the municipality in the rural areas. |
| 17. | For the new poles what is the needed quality of the steel grade 235? | All the detailed specs for the metal poles are provided in Annex 2 technical specification of lighting poles and concrete base, from page 13 to 15. |
| 18. | Reference the provision of Poles, kindly can you please advise if the contractor needs to provide (Arm) with the pole? | There is no need to provide (Arm) since it's included among the solar items. |
| 19. | Also, can the poles be made in metal, or it should be galvanized. | <p>The poles should be made of metal as per the specs provided on page 12 in the Annex 2. Please refer to below extract from the technical specifications.</p> <p><i>“Columns must be painted with two layers of an anti-rust primer (Epoxy) and two layers of a silver-colored oil paint on the outside with its metallic base”.</i></p> |

Pre bid meeting was ended and bidders were informed that minutes of the meeting will be shared and also uploaded on the UNGM.