


United Nations Development Programme UNDP- Sudan	 <i>Empowered lives. Resilient nations.</i>	<div style="background-color: black; color: white; padding: 5px; text-align: center;">PRE-BID CONFERENCE MINUTES</div> <div> ITB Number: ITB/KRT/GF/16/010 Page 1 of 3 MEETING DATE: 23 March 2016 MEETING LOCATION: KHARTOUM MEETING TIME: 14:30 pm to 15:30pm </div>
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Date: 24 March 2016

1. Attendance

Name	Title	Organization
Ashraf Abbas	Procurement Analyst	UNDP Sudan
Hafiz Eltayeb	Project Engineer	UNDP Sudan
Hussein Osman	Civil Engineer	Consultancy Firm
Bidders' Representatives	As per Attached Attendance Record (annex II)	

2. Meeting Location

Building: UNDP Garden City, Khartoum.

Meeting Room: UNDP Garden City Meeting Room

3. Agenda

Item	Topic	Discussion
1	Confirmation of Agenda	-Introductions - A brief presentation on the ITB for Civil Works was presented to the bidders (annex I) -Question and answers Session -AOB
2	Questions & Answers	
Q1	Bid Security	Is the bid security amount based on number of lots applied for?
UNDP Response Q1		The bid security amount is fixed, regardless the number of lots applied for.
Q2	Acknowledgment letter	What is the address for submission of the acknowledgment letter?
UNDP Response Q2		Acknowledgment letter to be submitted to the following address: bid.queries.gfatm@undp.org
Q3	Currency of Payment	Could local bidders submit their offers in USD?



UNDP Response Q3		The local bidders can submit their offers in USD. If a local bidder is awarded a contract, the firm will be paid in USD via bank transfer or depositing to Company bank account.
Q4	Materials	What is the acceptable origin of materials?
UNDP Response Q4		The Workmanship and Material to be used shall comply with the latest editions of the requirements, standards, regulations, recommendations, code of practice (BS, ASTM or Equivalent).
Q5	Septic Tanks	What is the required guarantee period for septic tanks?
UNDP Response Q5		It is advised that the guarantee for septic tanks to be from 10 to 15 years. Test will be applied at final destination.
Q6	Soak-away wells	Is it acceptable to use vehicle digging machines for well excavation?
UNDP Response Q6		No. Soak-away wells excavation should be done via traditional excavation labourer with internal diameter of 2.0m.
Q7	Expected date for commencement of Contract	What are the expected date for commencement of Contract?
UNDP Response Q7		1 st of May is the expected date for commencement of Contract. If a bidder is awarded one or more lots, the construction on all sites shall be started/implemented at the same time.
	Water Tanks	What is the specification of steel tower of water tanks?
		Detailed drawings for steel tower of water tank is attached as Annex III.
3	Annexes	
		<p>Please find attached the following annexes:</p> <ul style="list-style-type: none"> a) Annex I - Pre-Bid Meeting Presentation. b) Annex II – Bid conference attendance record. c) Annex III – Drawing for steel tower of water tank.



Global Fund Sudan Pre-bid Conference March 2016

Purpose

The purpose of this meeting is to clarify issues and to answer questions on any matter that may be raised in respect to the ITB No. ITB/KRT/GF/16/010 for Civil Works of septic tanks and soak-away wells in 34 Admin units in localities of Gazeera State

ITB Document

Section 1 – Letter of Invitation

Section 2 – Instructions to Bidders (**including Data Sheet**)

Section 3 – Schedule of Requirements and Technical Specifications

Section 4 – Bid Submission Form

Section 5 – Documents Establishing the Eligibility and Qualifications of the Bidder

Section 6 – Technical Bid Form

Section 7 – Price Schedule Form

Section 8 – Form for Bid Security

Section 9 – Form for Performance Security

Section 10 – Form for Advanced Payment Guarantee

Section 11 – Contract to be signed, including General Terms and Conditions

Section 12-Drawings and Technical Specifications

Section 13- Site Inspection Form

Bid Data Sheet BDS

[BDS.pdf](#)

Examples of ITB Rejections

Late submission. The ITB is handed in after the deadline for submission, either by hand or by courier. Time shall be strictly respected if ITB is delivered on the last day;

ITB not submitted to the correct physical address;

ITB Reference No. is not mentioned on the envelope or wrong Reference No.

The ITB not properly signed as per Instructions in the Bid Solicitation Documents;
Insufficient documents have been provided;

If the requested supporting documents/certificates are not written in English language, a translation into the English language must be attached in order to facilitate the evaluation of the documents.

Documents provided not directly address each and every point of the evaluation criteria;

Acknowledgement

PLEASE ACKNOWLEDGE BY RETURN EMAIL
YOUR INTEREST IN PARTICIPATION VIA email to:

bids.queries.gfatm@undp.org

Notes

This presentation provides you with the some key points described in the Solicitation Documents.

Bidders are strongly advised to carefully read and analyze the complete set of the ITB documents which properly address the ITB requirements in depth.

Question/Answer session - DISCUSSION

- Technical Clarifications by UNDP GFATM Civil Engineers

(Discussion – Question and Answer
Session on Technical Details of the ITB)

Thank You!

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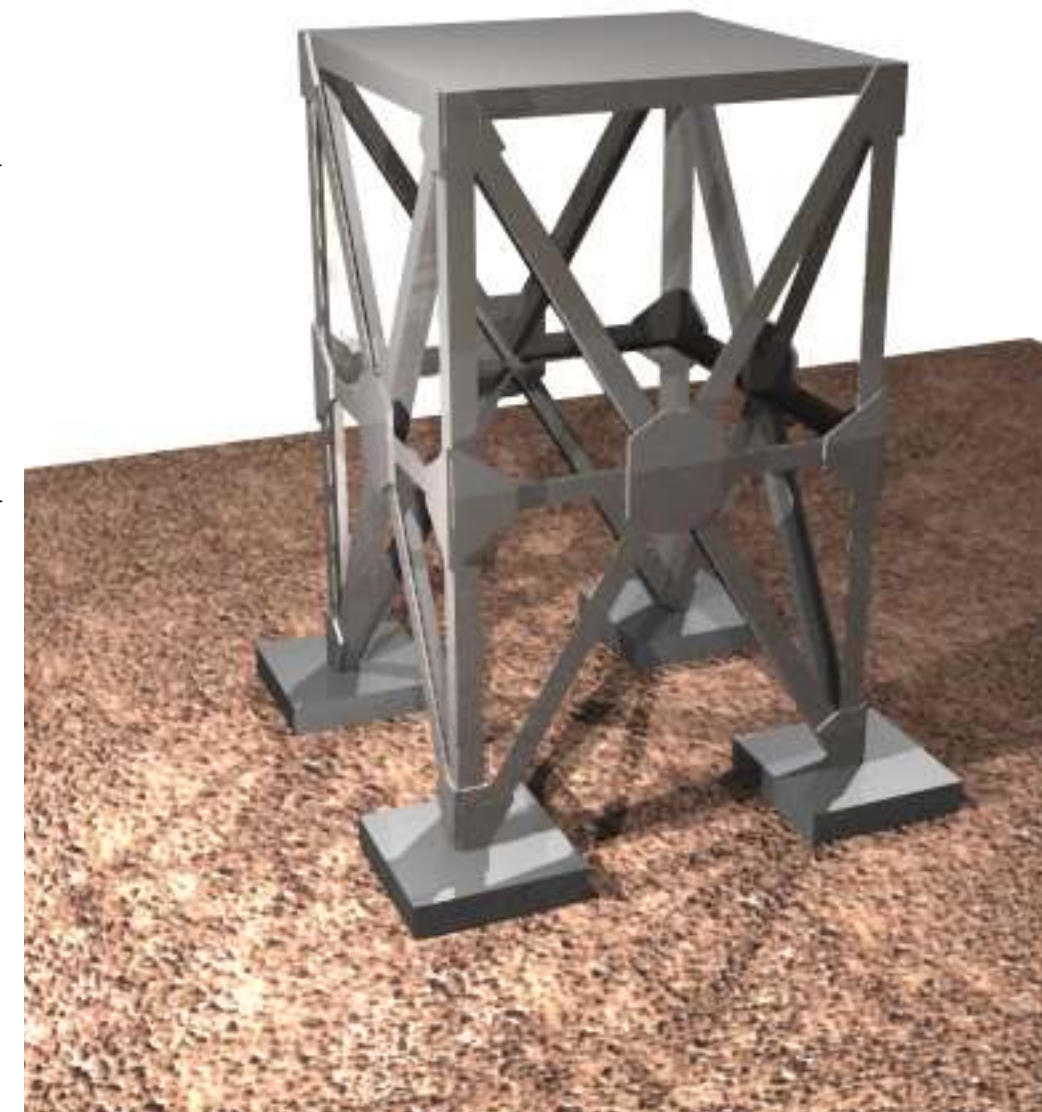
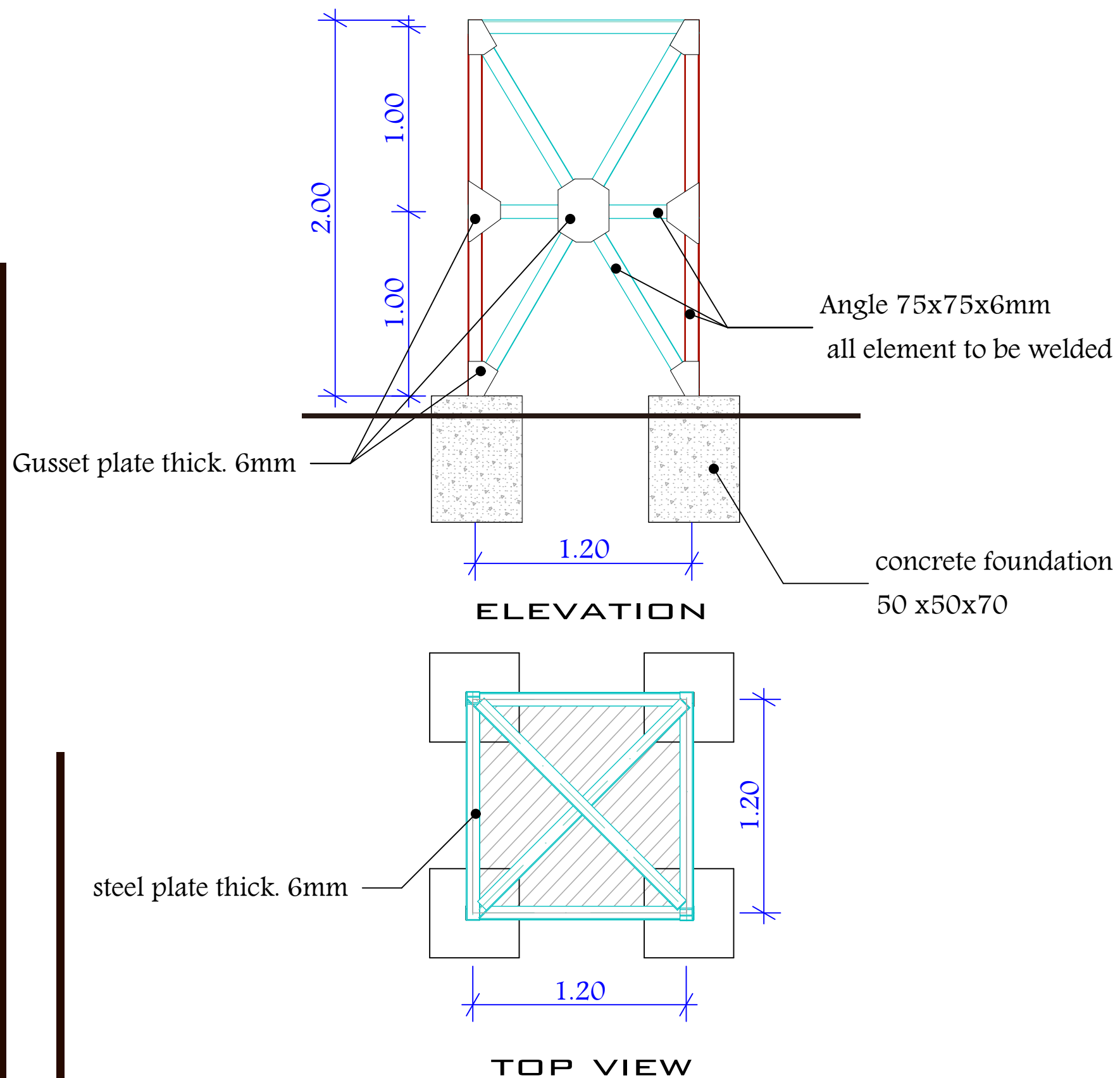
PRE-BID CONFERENCE ATTENDANCE RECORD

Invitation to Bid (ITB): - Civil Works of septic tanks and soak-away wells in 34 Admin units in localities of Gazeera State

Reference no. ITB/KRT/GF/16/010

Date and Time: March 23, 2016 at 14:30pm Khartoum Local Time

#	Name of Firm	Representative	Email Address	Signature
1	bilal Ahmed bilal	Agtab For Engineering	btatagtab-engineering@hotmail.com	[Signature]
2	Mohamed GAREEB ALLAH	"	"	[Signature]
3	Naaymeddin Balgetwadi	"	Abosorosa@hotmail	[Signature]
4	Abobakar Alsadeeq Abdullahi	Trade Hook	tradehook@hotmail	[Signature]
5	Rania Kurnat Ismael	ABSORA Cons Tractin	abosorasa@hotmail	[Signature]
6	Al-Baraa gawel	SHAA Eng.		[Signature]
7	Elsherkh Elsherkh (ah)	Managil Trading	managil97@gmail	[Signature]
8	Hussein O. Mellasi	EPA C		
9				
10				
11				



3D VIEW