



Date: Feb. 4<sup>th</sup> 2025

**Subject: Minutes of Pre – Bid Meeting**

Project: Water Security and Resilience Program (SoP1)  
Contract Title: Construction of Water Distribution Systems in villages in North East Jenin including the HH connections

RFB No.: PWA/WSRP-SoP1/W03/RFB  
Grant No.: TF0C0656 and TF0C0657  
Country: State of Palestine  
Invitation No.: PWA/WB/2025/001-CTD

Pre-Bid Meeting	
Date	Feb. 4 <sup>th</sup> 2025
Time	10:00 AM Palestine Time
Attendances	Attendees from: PWA: Saleem Yahia, Ibrahim Hinde Contracting Companies: Refer to Annex 1
Location	Palestinian Water Authority Premises

1. **The Pre-bid** meeting took place on Feb. 4<sup>th</sup>, 2025, including representatives from various contracting companies. Refer to Annex 1: Pre-Bid Meeting attendance Sheet
2. **Project Overview:** A comprehensive presentation was delivered outlining the objectives, key components of the Water Security and Resilience Program (WSRP-Sop1).

The presentation aimed to provide a clear understanding of the project's scope, activities, and requirements. The detailed layout of the project was presented, illustrating the locations and major project components (copy of the Presentation Attached to the MoM).

3. **Highlighted and Relevant Issues:**

1. The Bidder shall carefully review all instructions, forms, terms, and specifications outlined in the Bidding Documents and shall submit with its Bid all information and documentation as is required therein.



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2. Additional clarifications were provided regarding the content and structure of the **(RFB)** documents, with particular focus on the required documents to be submitted, the bids evaluation process. Bidders were strongly encouraged to ensure that all necessary documents are included in their Bids to comply with the specified requirements.
  3. Comprehensive instructions were provided regarding the submission of bids. Bidders were reminded of the importance of separating the **Technical Part** and **Financial Part** of their bids in accordance to the Bidding Documents. The technical proposal and the financial proposal shall include the documents specified in the instructions. The Technical Part shall not include any information related to the Bid price. Where material financial information related to the Bid price is contained in the Technical Part the Bid shall be declared non-responsive as per ITB 11.4. According to the instruction to Bidders 11.2 (b), the technical part shall contain the bid security that must be submitted as required in accordance with ITB 19.1 using the form in the Request for Bids document (Demand Guarantee form- Appendix E).
  4. It was reiterated that the Bid Security shall be valid for twenty-eight (28) days beyond the bid validity date (Bid validity period of 180 days after bid submission + 28 days). The Bid Security of a Joint Venture (JV) shall be in the name of the JV that submits the Bid. If the JV has not been legally constituted into a legally enforceable JV at the time of Bidding, the Bid Security shall be in the names of all future members as named in the letter of intent referred to in ITB 4.1 and ITB 11.5. The bid security issued by a foreign Bank outside Palestine is accepted. But, it must be endorsed by a local Palestinian bank according to the instructions issued by the Palestinian Ministry of Finance and the Palestinian procurement regulations.
  5. Requests for clarification must be submitted to the Employer no later than 14 days before the bid submission deadline, in accordance with ITB 7.1. Bidders are strongly encouraged to submit their inquiries at their earliest convenience to ensure timely responses. Bidders were instructed to submit all written inquiries via email as detailed in the RFB documents.
  6. Regarding the preparation of bids and submission, the format, signing of the bid, sealing and marking of bids are detailed in ITBs 20 and 21.
  7. Bids submitted by a JV shall include in the Technical Part a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to execute a Joint
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- Venture Agreement in the event of a successful Bid shall be signed by all members and submitted with the Bid, together with a copy of the proposed Agreement as per ITB 11.5.
8. Bidders may propose subcontracting up to 25% of the total value of contracts as specified in the Bid Data Sheet. Bidders proposing to subcontract shall specify in Section IV- Bidding Forms, the activity (ies) or parts of the Works to be subcontracted and the amount along with complete details of the subcontractors and their qualifications. Subcontracting agreement is to be submitted.
  9. The prices quoted by the Bidder shall be subject to adjustment during the performance of the Contract as per ITB 14.5. The Bidder shall furnish the indices and weightings for the price adjustment formulae in the Table of Adjustment Data and the Employer may require the Bidder to justify its proposed indices and weightings. Appendix to Bid- Schedule of Cost Indexation: Table of Adjustment to be filled with source of index for index c and d, and the weight.
  10. The Bidder should submit in the financial proposal (annexed to the priced Bill of Quantity), a summary sheet that contains the Direct Cost (Equipment, Labor, Material, Subcontractors), head office expenses, site office expenses, profit, financing, VAT (Value and Percentage). The Direct cost can be 100% and the other expenses can be a percentage of the Direct Cost.
  11. According to the Instruction to Bidders 4.1, the maximum number of members in the Joint Venture shall be three (3). Awarded Bidder shall comply with all the requirements related to the registration of the contracting entity (individual firm or Joint Ventures) as per applicable and adapted procedures in Palestine. Attention has been drawn to the Cabinet of Ministers Resolution No. (04/191/18/ M.W / M.A) in its session Jan. 30th 2023 (copy attached), regarding the registration of the foreign companies working in Palestine.
  12. In light of the current security situation in the project's area, it was stressed that an **Emergency/Security Response Plan** should be prepared and submitted. The plan should address all requirements as specified in the RFBs.
  13. **Environmental and Social (ES) requirements:** Bidders were reminded to review and consider the ES requirements as specified in the Bidding documents. This includes the submission of **Management Strategies and Implementation Plans (MSIPs)**. Additionally,
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bidders were advised to refer to the **Environmental and Social Management Plan (ESMP)** document prepared for the project, which provides further guidance on the preparation of the MSIPs and other ES-related requirements, the ESMP included under Volume 5.

14. Attention was drawn to the additional documents that should be prepared by the Bidders and submitted in accordance to **C. Preparation of Bids, ITB 11.2 (h)**.

15. The Site visit was planned to be conducted on Tuesday Feb. 11<sup>th</sup> 2025 at 10:30 am

16. **Closing Remarks:** The meeting was concluded with a reminder to bidders to diligently adhere to all instructions and ensure their submissions are complete and in full compliance with the specified requirements. The required forms in word format have been annexed and must be completed as per the guidelines outlined in the Request for Bids (RFB) document. The Attendees were thanked for their participation and attendance.

End

**Annex 1:** Attendance sheet to the Pre-Bid Meeting at PWA Premises

**Annex 2:** Copy of the Presentation

**Annex 3:** Forms

**Annex 4:** Cabinet of Ministers Resolution related to registration of foreign companies