

Tender PSE22001-10011- Questions and answers – Round 1

v. 12/06/2023

Note: Further rounds of clarifications will be provided.

1.1 Important errata and updates

Three important errata are being published as part of these questions and answers. They are highlighted in red below as part of the answers to questions 1,3,4,5, 7 and 18.

1.2 Administrative questions

Question 1: P.13, it is mentioned that tenderers “can apply to one or both lots”. Does this mean we cannot apply to all three lots?

ERRATUM#1: §25, p. 13 is modified as follows: “The contract has three (3) lots, each of which is indivisible. The tenderer may submit a tender for **one or two or all three lots**. A tender for part of a lot is inadmissible.

Question 2: What is the amount for the professional liability insurance? What is the ceiling for it? They usually don’t sell unlimited insurance. Can you please set a ceiling for it? The client usually determines it for the project.

- *For each of the lots, winning tenderer shall provide professional liability insurance with limits not less that €600,000 for Each and Every Claim Cover and €700,000 for Annual Aggregate Cover. Such coverage to remain in effect for not less than 7 (Seven) years following provisional acceptance.*
- *Any kind of defects, claims or malpractice should be covered. The fee for such insurance coverage varies from entity to another, usually insurance companies assess many things such as experience, team, etc. and based on that they identify the fees of the professional liability insurances.*

Question 3: Number of years of experience of experts are different for all the experts in the tender document in two different places (page 22 and 62).

- *There is no contradiction between the 2 pages as Page 62 mentions the minimum number of years of experience for each staff while the table in page 22 shows how the personnel is going to be evaluated as part of the scoring of technical proposals. The numbers mentioned in the column “years of experience” don’t represent the number of years of experience required for each personnel, but the maximum number of points each personnel may obtain as part of the scoring for their number of years of experience.*

ERRATUM#2: for the sake of clarity, the heading of the table p.22 is modified as follows:

Position	Maximum score related to years of experience	Maximum score related to Specific experience in green buildings	Total Scoring
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Question 4: Topographical survey has to be included in the price but nothing is mentioned about the geotechnical survey, is it included in the price?

- *Yes, please refer to section 5.5.4 Preliminary design phase, which states: “**The Consultant shall also carry out a geotechnical investigation of the site(s) by an accredited laboratory**” and subsequent Deliverable # 4; which states: “**The Consultant shall submit a signed and stamped geotechnical investigation and findings report by an accredited laboratory**”.*

ERRATUM#3: Section 3.4.3.1 Elements included in the price; the following statement will be included to the bullet points of §65 to confirm the above-mentioned statements:

- *The cost to subcontract an accredited laboratory to carry out the geotechnical investigation and findings, as mentioned in deliverable #4.*

Question 5: Payment terms for the fixed block (design) is only one payment at the end of the design, is there a possibility to have it in percentages for each interim deliverable? The design might take a year with the review periods, it is a long period without a payment.

ERRATUM#4: 4.1 The design price will be paid to the Consultant as a **lump sum** as stated in their financial offer as follows:

Twenty (20%) percent of the lump sum design price shall be paid upon the submittal and acceptance of the second deliverable.

Forty (40%) percent of the lump sum design price will be paid upon the submittal and acceptance of the fourth deliverable.

Forty (40%) percent of the lump sum design price will be paid upon the submittal and acceptance of the sixth and final deliverable.

4.2 Ten (10%) percent of each payment will be retained. This retention will be paid at the commencement of the construction works or six months after the completion of the design works whichever is earlier.

Question 6: Explain again the difference between min combined value of accepted contracted and each with a minimum of, the 20,000 and 100,000, and how this speaks to the reference sheet? In the reference sheet we have the investment sum of the construction works and the amount of the consultancy contract?

- *For a contract (design and supervision) to be accepted it has to be at least 20,000 €. This amount is the value of your service fees and not the budget of the works. All contracts below 20,000 € will not be considered. All contracts above 20,000 will be summed up. The sum of the value of the considered contracts then needs to meet the combined minimal value criterion. For example: If you have only 3 references, each should be 20,000 or above and the sum of the three contracts should meet the min combined value of 100,000 for one lot.*

Question 7: In page 63, it is mentioned that for supervision the project manager should have same qualification as in item 1, should be full time and specific certificate?

ERRATUM#5: Section 5.6.2 Personnel for item 2 – works supervision and management services; for the position of Project Manager, the following shall be considered:

- **Project Manager: Full time registered civil/architectural engineer with a university degree and more than sixteen (16) years postgraduate experience in project management of construction projects in similar scale including an experience in green building and/or passive design. This team member may or may not be the same as the team leader for item 1.**

Question 8: Is the project VAT exempted in Jordan?

- *No, we are not VAT exempted in Jordan.*

Question 9: Are there any required construction permits?

- *Building permits will be required but are managed by the Ministry of Education. Consultants are responsible for providing all documents needed for the permits. The fees required for obtaining building permits are not included in the price.*

Question 10: Will water metering and air quality monitoring systems be required as part of the design? They are required in certified buildings but will increase the construction cost.

- *Such elements may be discussed during the design phase. If such equipment is required to obtain the two environmental certifications mentioned in §308, p.54 or to reach other mentioned project targets, such as Target 18 (§318, p.55), they will be required as part of the design.*

Question 11: Is there a construction cost for the schools?

- *The available budget for the construction of the schools is currently planned as follows:*
 - *Lot 1: € 1,600,000.00*
 - *Lot 2: € 2,600,000.00*
 - *Lot 3: € 900,000.00*

Question 12: What is the budget allocated to each of the lots?

- *Cf. reply to answer for Q11.*

Question 13: The concept in the methodology, do you require any drawings or only a clarification how we will achieve the 21 targets?

- *No detailed design or model is required, a sketch explaining the concept and the strategy will be appreciated. Everything can be explained by text, although a schematic sketch may be useful in illustrating some concepts. We don't require any advanced design but more of the strategy of how the fluxes of energy, air and water will be dealt with in an efficient way.*

Question 14: What is the difference between the concept design in the methodology and the concept design that is part of the deliverables? Do we have to start working on a detailed concept from now?

- *We are asking you to develop a concept and a strategy as part of your proposal that you can illustrate but not a full model to simulate and test. Just a strategy that would reasonably lead to the targeted objectives. It will be revised after awarding. There is a similarity between both assignments, but the one part of the methodology is less elaborated and not contractual.*

Question 15: According to the breakdown for the design services its mentioned that the cost of certification is not included in the price. Can you please confirm? What is the time required for passive house? It will take some time. Is it not included in the 4 month period?

- *Yes, the cost is not included, but design should lead to the certification. The cost of preparing all required documents for certification is included. It is similar to building permits, which don't include fees and extra costs for inspections but to prepare the design for the building permit.*

Question 16: At least for passive house, we need to hire a certifier at the beginning of the project. We can't wait until the end of the design phase to hire that person, it should be right after the conceptual design.

- *Please include this reflexion as part of your methodology, it will show your experience. Any remarks that you have on this topic, the timing or suggestions can be inserted as part of the planning.*

Question 17: Can you please expedite responding to our questions, do we have to wait until 22nd of June? We prefer an earlier date

- *To be answered. We usually publish versions of Q&A.*

Question 18: We will need the geotechnical survey for the concept design.

- *The geotechnical investigation of the site(s) shall be carried out during the Preliminary Design Phase, please refer to section 5.5.4 and subsequent Deliverable #4.*

ERRATUM#6: 3.4.3.1 Elements included in the price, p.17 - §65 Except for VAT, the lump-sum price includes all costs, taxes, duties and contributions of any kind for performing all tasks, duties, and responsibilities mentioned in the contract including the TORs, and namely:

- [...]
- The cost of getting a geotechnical investigation of the site(s) carried out by an accredited laboratory and submitting a signed and stamped geotechnical investigation and findings report by the accredited laboratory as part of Deliverable#4.

Question 19: Is there any limitation for any entity to have a joint venture? Is subcontracting allowed?

- *There are no limitations, you can make your own team based on the capacities you will need to fulfil the requirements of the assignment. There is also a form in the tender document where you can specify your subcontractors. Joint ventures are encouraged as Passive design and green buildings are still a new area in Palestine.*

Question 20: The Sustainability coordinator will not be from Palestine as we have very limited green certified professionals. They will be working in parallel with many projects, so they can't be full time for the project. Can we propose in our methodology to have separate roles, 1 expert part-time and another LEED associate as assistant as fulltime position?

- *You can apply individually or propose a joint venture. In case of joint venture there are further docs that you need to provide like an agreement between them, there should be 1 group leader clearly identified and they should have power of attorney. Please refer to Page 69. You need to clearly identify the certificates and experiences for each one of*

them, it will impact the methodology and engagement of each one of the members of the joint venture.

Question 21: Do we have 2 envelopes? One technical and one financial?

- *See §68: The financial offer **does not** need to be sealed in a separate envelope.*
- *See §71: Tenders for more than one lot may be grouped in a single envelope. Any document which concerns more than one lot (e.g. identification forms, incorporation certificates, financial resources, identical CVs, completion certificates, etc.) shall be submitted only once.*