

CLARIFICATIONS

(Q&A)

Request for Proposal

Develop Constructions Bill of Quantities Standardization and Itemization for Government Tenders Department (GTD)

Publication reference: JO-MOPIC-542029-CS-QCBS

NO	Questions	Answers
1.	<p>Method of Measurement</p> <p>a. Section 7. Terms of Reference, Sub-section 3. Scope of Work, Paragraph A. Review and Assessment, page 72. What is the number of Bills of Quantities to be reviewed?</p> <p>b. Section 7. Terms of Reference, Sub-section 3. Scope of Work, Paragraph B. Benchmarking and Standards Alignment, page 72. In our judgment, it is beyond argument that NRM2 is suitable for building works and CESMM4 is suitable for civil engineering works. What would then be the required benchmarking?</p>	<p>a. As much as needed to cover all the items mentioned the TOR.</p> <p>b. Benchmark existing practices against recognized international standards, and advise on using for Jordan case.</p>
2.	<p>Technical Specification Template</p> <p>a. Section 7. Terms of Reference, Sub-section 5. Deliverables Paragraph 3) Technical Specifications Editable Template). Would you please clarify the term "template". Further, kindly confirm whether or not the mandate requires the provision of specifications; if affirmative, kindly confirm that the specifications are to cover all disciplines i.e. architectural, civil (including roads), mechanical (including plumbing), electrical, and medical gases.</p>	<p>Confirmed, with full compliance with the TOR.</p>
3.	<p>International Standards</p>	<p>All international and national standards.</p>

	a. What are the standards to be referenced e.g. American Standards, British Standards, or a combination of both?	
4.	There is a discrepancy in the required staff between the Data Sheet - Key Staff (Pages 36-37) and Section 7 - Terms of Reference: Team Composition (Page 75). Please clarify which staff requirements should be adopted.	Commit to the Data Sheet pages 36 and 37. Addendum#1 has been issued and published at tender link.
5.	In the TOR under clause no 4 (Team Composition). It is mentioned that the required qualifications for the Project Manager are to have two projects including one hospital within the last (12) years as a Quantity Surveying and Specifications Head of Section. Please clarify what do you mean by “Quantity Surveying and Specifications Head of Section”, is it related to the JEA Head of specialty? or only related to the position of the similar projects?.	As a position, not related to JEA.
6.	In the data sheet, under clause ITC 21.1 (page 36), Technical Evaluation Criteria. Under the methodology, an Oral PowerPoint presentation is mentioned. Could you please clarify the expected format of the oral presentation and whether it is required to submit a soft copy of this presentation? and when is this presentation expected to take place, Will it be required for all bidders or only shortlisted and qualified ones?.	All bidders must submit a soft copy of the presentation with the proposal before submission deadline, and an oral presentation will take a place during the evaluation phase.
7.	In the data sheet, under clause 2.4, it states that “Client inputs: N/A”, please confirm that the client will provide the consultant access to past tenders’ documents, existing BoQs, schedules of quantities, technical specifications currently in use public entities.	No input from client’s side.
8.	In the TOR, under (Clause 3. Scope of work, (A. Interactive Workshops) page 77, “Review existing BoQs, schedules of quantities, and technical specifications currently used by public entities”. Could you please clarify which public entities are expected to be involved in this task?	All stakeholders.

9.	In the TOR, under (Clause 5. Deliverables), point no.5 (Interactive Workshops) page 77, Our understanding is that the workshops will be held at the Ministry of Public Works and Housing venue, and that the consultant will be responsible only for providing the training materials, stationery and catering for the workshops. Kindly confirm	Commit to the TOR.										
10.	In the TOR, under (Clause 5. Deliverables), in the (Deliverables and payments schedule) page 78, Could you kindly provide the expected number of attendees for each of the 5-day workshops? This information will help us better plan and allocate the necessary resources.	Approximately 30 attendees per day.										
11.	<p>In the TOR, under (Clause 5. Deliverables), in the (Deliverables and payments schedule) page 78, we note that the first payment is linked to the submission and approval of D1, D2, and D3 (after 135 days), which is relatively late considering the level of effort and resources required during the initial stages of the assignment. In this regard, we kindly propose the following breakdown of Payment:-</p> <table border="1" data-bbox="210 860 1113 1347"> <thead> <tr> <th data-bbox="210 860 357 1071">Item</th> <th data-bbox="357 860 567 1071">Deliverables</th> <th data-bbox="567 860 735 1071">Implementation Duration (Calendar Days)</th> <th data-bbox="735 860 903 1071">Review and Approval by GTD</th> <th data-bbox="903 860 1113 1071">Payment Percentage</th> </tr> </thead> <tbody> <tr> <td data-bbox="210 1071 357 1347">1</td> <td data-bbox="357 1071 567 1347">Data collection, Review and Assessment</td> <td data-bbox="567 1071 735 1347">Benchmarking and Standards Alignment with Stakeholder Consultation</td> <td data-bbox="735 1071 903 1347">20</td> <td data-bbox="903 1071 1113 1347">5</td> </tr> </tbody> </table>	Item	Deliverables	Implementation Duration (Calendar Days)	Review and Approval by GTD	Payment Percentage	1	Data collection, Review and Assessment	Benchmarking and Standards Alignment with Stakeholder Consultation	20	5	Commit to the TOR.
Item	Deliverables	Implementation Duration (Calendar Days)	Review and Approval by GTD	Payment Percentage								
1	Data collection, Review and Assessment	Benchmarking and Standards Alignment with Stakeholder Consultation	20	5								

	2	Development of a comprehensive Standardized BoQ Structure Itemization and Description Development	30	10	20%	
	3	Measurement Rules and Units BoQ Standardization Tables: Technical Specifications Editable Template	45	25	30% After GTD's Approval on D1, D2, and D3	
	4	User Manual and Implemen	10	10	10%	

	<p style="text-align: center;">tation Guidelines</p> <p>5 Interactive Workshops 5 10%</p> <p>Final Handover: 20 25%</p> <p>Handing over all the deliverables and approved by the GTD .</p>	
12.	<p>In the TOR, under (Clause 5. Deliverables), in the (Deliverables and payments schedule) page 78, “The last 10% of the contract value will be paid after using the itemized BoQ by the Government on three Projects including at least one hospital with minimum of 60 beds and 2 other project with minimum built up area of at least 4000 m2.Maximum a year after handing over.” Could you please clarify the rationale behind the 10% retention from the contract value? Would it be possible to either reduce the retention percentage or replace it with a Performance Guarantee, in line with common practices for consultancy services?</p>	Commit to the TOR.
13.	<p>In the TOR, (Clause 6. Methodology)- Capacity building and sustainability (Page 79) it is mentioned “Provide training and technical support to the technical committee to ensure effective use, updating, and long-term sustainability of the standardized Bill of Quantities”, please clarify is this training is for the GTD staff only? And will this training be capacity building workshops? If yes, please provide us with the expected number of staff to be trained.</p>	Refer to answer of Q10.
14.	<p>In the TOR, under clause 5 Deliverables, it states that “ The BoQ shall be prepared and delivered in Arabic and English languages, Please clarify whether a single BoQ should include both languages for each item,</p>	Two separate BOQs; one in English and one in Arabic.

	or if two separate BoQs are required, one in Arabic and the other in English.	
15.	In the TOR, under clause 5 Deliverables, it states that “Technical Specifications Editable Template” without mentioning the language of the specifications. Please clarify.	In both English and Arabic.
16.	Will the BOQs be prepared in accordance with the MPWH format (with descriptions and numbering based on the Consultant’s approach)? Please confirm.	Commit to the TOR.
17.	Is the analysis of the key construction items’ prices part of the Consultant’s scope of work? Please confirm.	No.
18.	It is understood that the technical specifications will be prepared based on the MPWH General technical specifications for buildings, second edition 1996, and its latest updates and Jordanian Standards and Metrology organization, by referring to the specifications number in the BOQs description and the Consultant will not issue them. It is understood that the Consultant will only provide the special specifications for any items not covered in the General technical specifications for buildings. Please confirm.	Commit to the TOR.
19.	Based on the Consultant’s previous experience, please note that it is recommended that the methods of measurement be prepared and submitted as part of the BOQs to avoid very long and detailed descriptions. Please confirm.	Commit to the TOR.
20.	It is understood that Furniture BOQs are not part of the requested BOQs. Please confirm.	Confirm.
21.	Should the numbering in the BOQ for section numbers follow the Green Book specifications issued by the Ministry of Public Works	Consultant must propose.

	& Housing or any numbering system to be proposed by the Consultant?	
22.	Section 4. Financial Proposal - Standard Forms, is it required to submit the Consultant's Representations Regarding Costs and Charges (Model Form I) with the financial proposal?	Yes.
23.	In your response to our clarification request no.1, regarding the discrepancy between the Data Sheet - Key Staff (Pages 36-37) and Section 7 - Terms of Reference: Team Composition (Page 75), the response was to Commit to the Data Sheet pages 36 and 37. Regarding the project manager, in the data sheet it was mentioned "7 years of experience in design including two design projects at least one hospital." Our understanding that the 7 years of experience and the 2 design projects mean that the scope of work of the projects is design, and the position for the proposed project manager as Quantity Surveying and Specifications Head of Section. Please confirm	Yes.
24.	Section 2, "Instructions to Consultants," C. Submission, Opening, and Evaluation, Item 21.1, Point 3 (Key Staff) on page 36, the qualifications for the Project Manager indicate that they must have experience in at least two design projects, including at least one hospital. Considering that this project does not require design experience but rather experience in BOQ preparation, and noting that this requirement is not reflected in the Team Composition on page 75, could you please reconsider this qualification?	Check Addendum 1 – Modified 75
25.	In the TOR, (Clause 6. Methodology)- Capacity building and sustainability (Page 79) it is mentioned "Provide training and technical support to the technical committee to ensure effective use, updating, and long-term sustainability of the standardized Bill of Quantities", please clarify is this training is for the GTD staff only? And will this training be capacity	Check Q10.

	building workshops? If yes, please provide us with the expected number of staff to be trained.	
26.	Related to the required key staff mentioned in the proposal data sheet a Senior Environmental and Social (E&S) Specialist at least (10) years of professional experience in E&S management in the construction field is required, while in sec.7 Terms of reference that specialist is not mentioned. Please confirm if that required or not	Check Addendum 1 – Modified 75
27.	Is it possible to obtain an extension for the submission date?	No extension.
28.	In the page no. 78 under the title “DELIVERABLES” point no.3, “Technical Specifications”, please clarify more what is required and its relation to the General Technical Specification for Building book (Green Book), and to what extents does that mean an update of the “Green Book”?	Commit to the RfP.
29.	Are the Technical Specifications going to be part of the tender documents that will eventually be published on JONEPS? and will they be part of the 10 paper copies required to be delivered at the end of works?	Commit to the RfP.
30.	Following up on the above question, should the numbering in the BoQ for section numbers follow the Green Book specifications or any numbering system to be proposed by the consultant?	Not mandatory (Applicants may suggest).
31.	Are the ten hard copies required at the end of the assignment or for each phase?	For each phase.
32.	Please clarify if the design and supervision experience for the company or key personnel is accepted	Design only.

33.	With reference to page 74, Point H. Validation and Stakeholder Consultation, please clarify the number of workshops needed, and the number of stakeholders engaged	Check Q10.
34.	With reference to page 75, “Provide editable and system ready formats”. Please Clarify what is the system in question.	Editable electronic format (Excel or equivalent), structured to be machine-readable.
35.	With reference to page 75, Team Composition, Please Clarify if the project Manager can be A Senior Architect with same experience needed.	Commit to the RfP.
36.	With reference to page 76, 5. Deliverables: “Analysis of key construction item prices (for benchmarking and validation purposes”. Please Clarify the requested	Commit to the RfP.
37.	<p>With reference to page 77 – Project Phases and Deliverables, we would like to kindly request a reconsideration of the proposed payment structure associated with the deliverables, as follows:</p> <ul style="list-style-type: none"> • Deliverable 1 (20 calendar days): currently no payment percentage allocated • Deliverable 2 (30 calendar days): currently no payment percentage allocated • Deliverable 3 (45 calendar days): 50% payment upon approval of D1, D2, and D3 <p>In this regard, we would appreciate if the payment distribution could be reconsidered to a more balanced structure such as 10% for Deliverable 1, 20% for Deliverable 2, and 30% for Deliverable 3.</p>	Commit to the RfP.
38.	In the page no. 78 under the title “DELIVERABLES” point no.3, “Technical Specifications”, please clarify more what is required and its relation to the General Technical Specification for Building book (Green	Commit to the RfP.

	Book), and to what extents does that mean an update of the “Green Book”?.	
39.	As per the RFP (page 34), the submission is required in hard copy only. Kindly confirm whether a soft copy (e.g., on a flash drive) is also required.	No.
40.	The RFP Data Sheet (page 36) refers to an oral PowerPoint presentation. Kindly confirm whether this means that the detailed methodology should also be prepared and submitted in PowerPoint format as part of the technical proposal.	Yes.
41.	Kindly clarify when the oral presentation will be conducted, given that it accounts for 10 points in the overall methodology evaluation.	During the proposals evaluation. Yes 10 points out of 40 of the methodology.
42.	We kindly request your consideration for an extension of the submission deadline to allow sufficient time to prepare a competitive and well-structured bid.	No extension.
43.	Please confirm whether the submitted bid is exclusive of Sales Tax / VAT.	Please commit to ITC 25.1
44.	We kindly request your approval to extend the proposal submission deadline by an additional two weeks.	No extension.