

**Request for Proposal (RFP) for Project Management Consultancy (PMC) services for Redevelopment of Embassy Residence – Embassy of India, Amman – Jordan (Tender ref. AMM/862/02/2017 – Tender ID 2020\_MEA\_522155\_1 )**

**FREQUENTLY ASKED QUESTIONS (FAQ)**

**Q. The RFP document is clear about Completion of Architectural design and project budget. However, no information is provided on the completion of the other design disciplines, construction contract documents and municipal licenses. Kindly advise the status of overall design drawings, construction documents, level of construction detail drawings, and the status of municipal licenses?**

**A. Complete license drawings set was prepared by the Architects and got approved by the local authorities and the construction permit will be obtained upon choosing the awarded contractor who will also be requested to prepare the demolishing license.**

**Q. Please advise if the Architect Consultant will prepare construction contract documents (detailed drawings, specifications, construction contract documents – bidding document, BOQ's, conditions of contract and related forms)?**

**A. The following documents have already been prepared by Architect consultant and will be delivered to the eligible contractors:**

- Project report
- Architectural construction package: architectural drawings, interior, landscape detailed drawings, Exterior and interior 3d perspectives
- Structural construction package: drawings and calculations
- Mechanical construction package: drawings, calculations and fixtures cutsheets
- Electrical construction package: drawings and lighting cutsheets
- Bill of quantity
- Technical specifications for all disciplines
- Condition of contract

**Q. Do you contemplate to issue multi construction packages?**

**A. As for the construction process, contracting bid has already been published and we advise the participating PMC to take a look at the notice inviting tender (NIT) that has been published on the Embassy website.**

**Q. Kindly clarify the role of the Architect Consultant of the project in relation to the PMC. We understand that the PMC is responsible for the supervision, quality control, contract administration, measurement of works, recommendation for payment of contractor(s), and management of the works.**

**Thus, is there any role for the Architect Consultant except providing answers on design requirements and interpretations?**

**A.** Regarding the role of the Architect in the construction phase as per the agreement signed with Architect in clause 7 & 8:

**Clause 7 CONSTRUCTION STAGE**

The Architect shall:

7.1 To coordinate with Project Management Consultant or any other Agency appointed by Employer during execution of the work.

7.2 Supply to the Employer eight copies of the detailed working drawings, specifications etc. free of charge for use during execution of the work.

7.3 Supply the Project Management Consultant such further drawings, specifications and details for proper execution of the work.

7.4 To examine and architecturally approve any deviation in material, design and specifications from the approved scheme.

7.5 Visit the site of work periodically during the construction period to ensure that work done at site is in accordance with the approved design, drawings and specifications and to clarify any decision or interpretation of the drawings and specifications that may be necessary and attend conferences and meetings, with the Employer and Consultant as and when required. Architect shall report regularly to the Employer regarding his findings and shortcomings of the Project Work.

7.6 Furnish drawings to the Contractor, if required, to enable him to obtain construction permits, quota certificates, licenses, services connections etc. from the concerned local authorities/ agencies as required for starting the construction of the work and seeking approval from the Employer for the same, if required.

**Clause 8 POST-CONSTRUCTION STAGE**

The Architect shall:

8.1 Coordinate completion (as-built) drawings; submission of applications to local authorities for accord of service-connections, safety certificates.

8.2 Coordinate to obtain 'Temporary/Permanent Occupation Permit (TOP), Certificate of Statutory completion (CSC) and endorsement of 'Final Completion' on plans from relevant authorities.

8.3 Supply 3 sets of completion drawings to the Employer.

8.4 On completion of work the Architect shall be responsible to obtain completion and occupation certificate/ permit, all utility /services connections from the concerned Local Authorities, as required.

8.5 Assist the Employer in arbitration/ litigation case that may arise out of contract entered into in respect of above work, regarding clarifications/ interpretations, supply of drawings, designs and specifications, as and when required.

**Q. Manpower allocation designated in item 3.1.11 need to be revisited, as the indicated staff is not adequate to supervise and conduct quality control of various disciplines works. Staff required to be assigned under item 3.1.12 should be specified to enable proper pricing of the PMC staff and adequate comparison of quotations from various PMC contenders?**

**A.** Manpower will be maintained as indicated in RFP unless local conditions require presence of more staff.

**Q.** Payment terms as stated in the RFP, and the CONTRACT and TERMS OF PAYMENT for the PMC services based on pro-rata percentage of the contractor(s) payment places undue risk on the PMC consultant as the PMC consultant have not control over the contractor(s) operations. We therefore recommend to modify payment conditions for the PMC consultant to be on man-month bases. However; in case of contractor(s)' delay, contractor(s) will be responsible for the PMC man-month payments deducted from monthly due payments?

**A.** The payment terms for PMC services are as per laid down norms being followed by the Government of India and it is not required to be changed.

**Q.** We propose to include a new item of payment for PMC office support, and IT services to be paid monthly. Quoting such rates, and for rates of individual PMC staff to be deployed on site affords the Embassy of India the chance to judge quality of proposed staff and IT services?

**A.** There is no provision for payment for IT services etc. in the RFP and it is one of the areas for marking QCCBS.

**Q.** It is not clear in the scope whether Supervision Engineer will be part of the Contractual setup, or all supervision works will be performed by the PMC?

**A.** All construction supervision work shall be performed by PMC.

**Q.** If PMC will perform the supervision works, should the firm be registered in the Jordanian Engineers Association?

**A.** Yes, the firm should preferably, be registered in Jordan Engineering Association (JEA).

**Q.** Due to the Pandemic of covid-19 we request if the tender closing date be postponed by 2 weeks?

**A.** The last date of submission of bids has been extended to 30 April 2020.

**Q.** Section 1 of the RFP refers to: "The detailed RFP document along with its annexures may be downloadable from the Central procurement Portal...". Please be advised that what is on the portal is only the thirty (30) pages RFP document without any annexures, please confirm that there is no other document or annexure to consider?

**A.** There is no other document. The documents that have been downloaded from Indian Embassy website is the complete RFP for hiring of PMC for the project. You are requested to prepare your proposal as per the guidelines laid down in the document.

**Q. Please clarify the scope of exclusions from PMC scope as set out under paragraph 3.1.2 of Section 3 of the RFP?**

**A.** Work to be undertaken with permission/approval of local bodies like GAM, JEA etc. will not be undertaken by PMC. For those works, Architect/contractor shall take care.

**Q. Section 2, para. 2.3 defines the scope of the Architect to be:**

**“The Consultant responsible for comprehensive Architectural Design, hereafter referred to as `Architect`, has already been appointed by the Employer. The Architectural Design and cost estimate for the above works have been finalised by the competent Authority.”**

**It is our understanding that the Architect will also be responsible to prepare the structural and MEP design, preparation of bill of quantities, and other construction documents, including certifying the same from the Jordanian Engineers Association, Amman Municipality and others. Please confirm our understanding?**

**A.** Yes, structural and MEP design, BOQ, construction documents have already been prepared. These documents will be shared with the selected PMC. PMC does not have to prepare these documents.

**Q. Please advise with the date, time, venue, and other related details as to the proposed 20 minutes presentation referred to at para. 5.1.1 and 5.1.2?**

**A.** Proposed 20 minutes presentation will be held in the presence of our technical team from Ministry. They shall visit Amman in May/June, 2020 and any other change in the schedule will be intimated to participating PMCs.

**Q. Please advise with the venue for Tender Opening?**

**A.** Tender will be opened in Embassy of India, Amman, Address: No. 24, Al Hidhab Street, Abdoun, Amman

**Q. Please confirm if we could replace the Earnest Money Deposit (EMD) from Bank Guarantee to a Manager's Cheque (MC) with the same amount specified in the RFP issued by the bank, payable to the Embassy of India, Amman?**

**A.** EMD can be provided in Banker's cheque/Demand draft with a validity of 6 months and in the name of Embassy of India, Amman

**Q. It is our understanding that the scope of services of the PMC will commence when the construction works commence. Please confirm our understanding?**

**A.** Our Architect shall share relevant documents related to project with PMC. PMC has to go through these documents for first three months and ask for any guidance or help from Architect. Actual work commences when construction work starts.

**Q.** It is our understanding that the discretion of the Embassy of India in respect relaxing the maximum age by an additional 5 years, applies to both positions designated under paragraph 3.1.11. Please confirm our understanding?

**A.** It is applicable on both.