



**Developing PWA Strategic Development Plan and Implementation Plan
Reference No.: PWA/ADA/2018-18**

Date : 10 January 2019

To : All Consultants

Subject: Minutes of Pre-conference Meeting

PWA welcomed the attendance to the preconference meeting

The following issues were highlighted:

- **One proposal should be submitted (1 original and 3 hard copies and 1 scanned original soft copy)**
- **Proposal should be valid (90) days from bid submission deadline**
- **Technical proposal shall include Power of Attorney to sign the proposal, or any other from demonstrating that the representation has been duly authorized to sign**
- **Proposal should include JV agreement , In case of Joint Venture.**
- **Technical proposal submission form should be signed**
- **One workshop will be conducted outside PWA (Hotel). The consultant will be responsible for covering the expense with maximum Ceiling of 3000 US \$. The Cost of the workshop will be reimbursed based on the actual invoice.**
- **Proposals will be selected in accordance with the Quality and Cost Based Selection (QCBS) method.**
- **Offers must be accompanied by bid security of 1000 EURO valid for 120 days after the bid submission deadline.**
- **Offers must be submitted in a written form to Procurement Unit\ 6th Floor\PWA office in Ramallah not later than 12:00 pm on Thursday 17 January 2019.**
- **All works under the contract shall be completed within three month period.**



- The estimated efforts for the assignment is 4 man months
- Financial Payment Requirements: 1. Registration of the firm; 2. Zero VAT invoice 3. Deduction from source from income tax department within the MoFAP 4. Professional license from the MOFAP 5. اءفاء من قيمة الضريبة المضافة

The following questions were raised during the pre-conference Meeting and afterward

1. Is The project Tax exempted?

Refer to Section 2 . Instruction 10 consultants – Data sheet Item 3.7

2. Who will be responsible from PWA side ?

PWA will designate a project coordinator to be responsible for the coordination of activities under the signed contracts.

3. How many workshops and trainings shall be conducted by the Consultant? Where?

- The consultant shall conduct several sessions within PWA and at least one workshop for developing the draft Strategic Plan outside PWA
- The consultant shall conduct several sessions within PWA and at least one workshop for developing the draft Implementation Plan within PWA.
- The Consultant shall implement one training session at the beginning of the assignment to increase the understanding, knowledge and skills of the PWA managers regarding the need and usefulness of Strategic Plan, its main concepts, how to produce it and how to monitor its implementation. Outline and content of the training shall be agreed upon with PWA. The training will be held at PWA.
- PWA will provide at the PWA facilities upon prior notice. This will be provided free of any costs to the Consultant.
- One workshop will be conducted outside PWA. The workshop shall take place in a decent hotel, providing needed facilities such as monitor and projector –

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audio equipments, podium, flip charts, video conference, short break snacks and lunch. The consultant will be responsible for covering the expensise with maximum Ceiling of 3000 US \$. The Cost of the workshop will be reimbursed based on the actual invoice.

4. How will the Consultant work with PWA Staff in Gaza?

The consultant should draft Strategic Plans, Implementation plans in full coordination with PWA staff upon conducting several sessions and workshop (with satellite link to PWA in Gaza). Futhermore, the Consultant shall reflect within his Techncial offer other practical tools for communication with Gaza staff.

End



Attendance:

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8.	Baraa Jarar	Hope	Hope-ps@yahoo.com	0599298 788
9.	Shyma' Allawi	Professional Sky	Coordinato@pst.ps	0599017771