

**Minutes of Design Review**  
**on the Building of the Ministry of Foreign Affairs of the**  
**Palestinian National Authority**

Place of Signature: Ramallah, Palestine

Date: 7 July, 2010

In accordance with the provisions of the tripartite agreement, UNDP/PAPP submitted the construction drawing to the Chinese side for design review in March, 2010. The Chinese put forward a report of review on 3 May, 2010 and a reply from UNDP/PAPP was received on 20 June, 2010. The group of consultants of the China Friendship Development International Engineering Design and Consultation Corp was sent to Palestine for consultation on the issues highlighted in the report of design review and the afterward coordination works of project implementation with MOFA, UNDP/PAPP and relevant engineers from 23 June to 7 July 2010. The main topic of the meeting is to sufficiently communicate and exchange on the issues set out in the report of design review, to discuss the difference of opinion on the drawing, to understand the difference on design code and standard of the two countries as well as the general schedule and management flow chart for implementation of the project, and to determine a practical standard and criteria for design and completion acceptance of this project in connection with the specific conditions and characteristics of local area. An agreement concerning the issues below is reached as follow:

1-After discussion with UNDP/PAPP engineers and the design consultant, agreed conclusions on design review are reached based on the report of design review of the Chinese Side. UNDP/PAPP shall enforce the design consultant to modify the drawings in accordance with the agreed conclusions and corresponding bill of quantities, shall submit it again to both the Chinese and Palestinian side as a final



design document, and proceed for tendering in accordance with it. Where:

- a) Regarding the variation of construction scale and scope compared with former proposal - taking the practical demand of MoFA and that UNDP/PAPP has covered the relative cost in the design budget estimation into account, and meanwhile the total cost is guaranteed to be controlled within the budget limit of the Chinese government, the Chinese side agreed to raise the construction area to 10577.14m<sup>2</sup> and increase related systems.
- b) Regarding the sufficiency and depth of drawings and the missing problem, the design consultant has agreed to supplement and modify the drawings accordingly.
- c) Regarding firefighting standard - fully discussions have been made concerning the regulations and the requirement of local code on fire proof. The Chinese side suggests, with a viewpoint of future usage, to update appropriately the fire proof standard under the premise of not beyond the grant limit of the Chinese government. These suggestions have been accepted by UNDP/PAPP.
- d) In view of local practice, the Chinese side agrees to keep the floor height and slab width.

Please refer to appendix 1 for details.

Through review of the design, it is considered that the drawings are complete in coverage and have met the requirements for design and tendering. The Chinese side agrees UNDP/PAPP to proceed for tendering accordingly.

2-The three parties have discussed the obligation and the requested documents in each milestone of project implementation and a consensus is reached. Refer to appendix 2 for detail.

3-UNDP/PAPP has provided the Chinese side with relevant implementation documents, basic project design data, and some related codes. Refer to Appendix



3 for detail.

4-The three parties have also discussed the scope of work for midterm inspection and completion acceptance. It is scheduled that the parties concerned shall provide related standard to each other after the Chinese group returns to China. Each party shall study the standards carefully for consensus.

5-UNDP/PAPP shall provide the Chinese side with the specification and list of material that will be used in the project.

The minutes are signed in Ramallah on 7 July, 2010 in three copies. Each copy is written in English and Chinese and each side shall keep one set of them. Both texts have the same effect.

Representative of the Chinese side:

Manager of design and consultation department of China Friendship Development International Engineering Design & Consultation Corp

Dr. Guan Xiang Qun

Signature:



Representative of the Palestinian side:

The Ministry of Foreign Affairs (MoFA) of Palestinian National Authority (PNA)

Dr. Ibrahim M. Khraishi

Signature:



Representative of UNDP/PAPP side

Engineering Unit of UNDP/PAPP

Johny Theodory

Signature:





Appendix 1: Issues of design review and the agreed conclusions

Appendix 2: Obligation of each party in project implementation process and the requested documents.

Appendix 3: Documents submitted by UNDP/PAPP

## Information of each side of the minutes

### 1、 The Chinese Side :

Name: China Friendship Development International Engineering Design & Consultation Corp.

Legal representative: Zhao Jia Ping

Authorized representative: Guan Xiang Qun

Legal Address: 5<sup>th</sup> Floor, No.176, Bei Yuan Road, Chao Yang District, Beijing, China

Postal code: 100101

Tel.: 86-10-64983734

Fax: 86-10-64984171

### 2、 The Palestinian Side :

Name: The Ministry of Foreign Affairs (MoFA) of Palestinian National Authority (PNA).

Authorized representative: Dr. Ibrahim M. Khraishi

Legal Address: Al Baiov, Ramallah, Palestine

Postal code: 100101

Tel.: 00972-02-245040

Fax: 00972-02-2424728

E-mail: ikhalil@mofa-gov.ps

### 3、 The UNDP/PAPP Side :

Name: the United Nations Development Programme/ Programme of Assistance to the Palestinian People

Authorized representative: Johny Theodory

Legal Address: 4A, Yakobi street, UNDP office, Jerusalem

Postal code: 51359

Tel.: 00972-02-6286200

Fax: 00972-02-6286222

E-mail: johny-theodory@undp.org

Appendix 1: Issues of design review and the agreed conclusions

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Appendix 2: Obligation of each party in project implementation process and the requested documents.

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## 援巴勒斯坦外交部大楼项目设计审查会谈纪要

签订地点：巴勒斯坦 拉马拉

日期：2010年7月7日

根据三方协议的约定，2010年3月，UNDP/PAPP 将援巴勒斯坦外交部大楼项目设计图纸交中方审查，中国友发国际工程设计咨询公司于2010年5月3日提出审查意见，并于2010年6月20日得到回复。2010年6月23日至7月7日中国友发国际工程设计咨询公司工作小组赴巴，就该项目设计审查问题及后续协调工作问题与MOFA，UNDP/PAPP 及相关设计单位进行磋商。此次会议主要对审查意见中的问题进行充分的交流与沟通，对审查意见中的意见分歧进行讨论，了解两国在设计规范和标准上的差异，了解 UNDP/PAPP 项目计划及实施管理流程，并结合当地的实际条件和特点明确切实可行的设计标准和验收标准。三方就下列问题达成一致。

- 1，在中方审查意见的基础上，经与 UNDP/PAPP 工程师及设计方进行讨论，就审查意见达成一致。UNDP/PAPP 将责成设计单位按照三方一致的意见修改图纸及对应的工程量清单，并重新提交中巴双方作为最后确定的设计文件，并依此进行招标。其中：



1-1 与原定建筑规模和工程内容发生变化的问题，考虑到 MOFA 的实际需要，同时 UNDP/PAPP 在设计概算中涵盖了有关费用，保证总价在中方援款范围内，同意建筑面积调整到 10577.14 平方米，并增加相关系统。

1-2 图纸深度问题和疏漏问题，设计单位已同意进行修改并补充。

1-3 消防标准问题，各方就当地消防的有关规定和规范要求进行了充分交流，中方建议在不突破中方援款总额的前提下，考虑建筑物的未来使用，适当提高消防标准，上述建议得到认可。

1-4 考虑到当地的习惯，层高和板厚问题中方同意外方设计。

以上具体内容详见附件一。

经审查，图纸深度已满足招标深度要求，内容齐全，中方同意依此进行下一步招标工作。

2，三方交流了项目实施过程中各方的责任义务及各阶段提交的文件，达成一致，详见附件二。

3，UNDP/PAPP 向中方提供了有关项目执行文件、项目设计基础资料和部分相关规范，详见附件三。

4，三方交流了关于中期检查和竣工验收的检查范围，并计划在中方工作组回国后，互提检验标准，各方认真研究达成一致。

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5 , UNDP/PAPP 向中方提供本项目建筑材料及主要设备的技术规格及材料清单。


本纪要于 2010 年 7 月 7 日在拉马拉签订 , 一式两份 , 双方各执一份 , 每份均用中英文写成 , 两种文本具有同等效力。

中方代表  
中国友发国际工程设计  
咨询公司  
设计技术咨询部经理  
关向群



MOFA 代表

UNDP/PAPP 代表

Johnny F. Theodory  


附件一 : 设计审查意见及答复

附件二 : 项目实施过程中各方的责任义务及提交的文件

附件三 : UNDP/PAPP 已提供资料的清单

纪要各方的相关信息

1、中方 :

名称 : 中国友发国际工程设计咨询公司

法人代表：赵家平

法人授权代表：关向群

法定地址：中国 北京朝阳区北苑路 176 号 5 层

邮编：100101

电话：0086 - 10 - 64983734

传真：0086 - 10 - 64948896 0086 - 10 - 64984171

## 2、巴方：

名称:巴勒斯坦民族权力机构外交部

法人授权代表：埃博拉希姆·克莱希博士

法定地址：巴勒斯坦，拉马拉

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传真：00972-02-2424728

邮箱：ikhalil@mofa-gov.ps

## 3 , UNDP/PAPP:

名称:联合国开发计划署援巴机构

法人授权代表：乔尼·西奥德里

法定地址：4A，埃尔亚柯比街，耶路撒冷 UNDP 办公室

电话：00972-02-6286200

传真：00972-02-6286222

邮箱 : johny-theodory@undp.org

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附件一：设计审查意见及答复

关  
于



附件二：项目实施过程中各方的责任义务及提交的文件

附件三：UNDP/PAPP 已提供资料的清单

- 1 , MOFA-Procurement Overview (Tue 3/16/10)项目采购概要
- 2 , PQ-1010-001-Civil/Skeleton & Finishing Works 的评标办法
- 3 , 项目执行中所用的参考表格：
  - 3-1 Certificate of completion 竣工证书
  - 3-2 Final Payment's Requirements 最终付款要求
  - 3-3 Daily Report 日常报告
  - 3-4 Request to Check Work 检验申请
  - 3-5 Shop Drawing Approval Request 批准装配图申请
  - 3-6 Request for Material Approval 批准材料申请
  - 3-7 Project Requirements 项目要求
  - 3-8 Project Hand Over 项目移交
  - 3-9 Monthly Progress Report 月报
  - 3-10 Request for variation order 设计变更申请
  - 3-11 Progress Report 进度报表
- 4 , Saffarini Associates 提供的工程量清单概算
- 5 , 《MECHANICAL WORKS NOTES》 FOR MOFA 设备工程  
说明
- 6 , <ELECTRICAL WORKS NOTES> FOR MOFA 电气工程说

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7 , MOFA Project Staff Structure/Organizational  
Chart/UNDP/PAPP Engineering Unit Structure and Task  
Distribution. 项目组织机构、UNDP/PAPP 组织机构、工程部组  
织机构及岗位职责

  
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Appendix 3: Documents submitted by UNDP/PAPP

1 , MOFA-Procurement Overview (Tue 3/16/10)

2 , PQ-1010-001-Civil/Skeleton & Finishing Works

PQ-1010-001-Civil/Skeleton & Finishing Works

3 , Reference forms for project implementation

3-1 Certificate of completion

3-2 Final Payment's Requirements

3-3 Daily Report

3-4 Request to Check Work

3-5 Shop Drawing Approval Request

3-6 Request for Material Approval

3-7 Project Requirements

3-8 Project Hand Over

3-9 Monthly Progress Report

3-10 Request for variation order

3-11 Progress Report

4 , Saffarini Associates

Budget estimation and BOQ from Saffarini Associates

5 , 《MECHANICAL WORKS NOTES》 FOR MOFA

6 , <ELECTRICAL WORKS NOTES> FOR MOFA

7 , MOFA Project Staff Structure/Organizational Chart/UNDP/PAPP  
Engineering Unit Structure and Task Distribution.



附件二：项目实施过程中各方的责任义务及提交的文件  
Appendix 2: Obligation of each party in project implementation process and the requested documents

编号 No.	工作阶段 Milestones	中方 The Chinese Side	巴方 The Palestinian Side	联合国开发 计划署援巴组织 UNDP/PAPP	所需文件 Documents to be Requested	花费时间 Time to be Requested
1	提供土地 Provision of Land Project Initiation	告知 Information	提供 Land Provision	接收 Delivery Acceptance of the Site	土地所有权证、工程建设许可证 Ownership Certificate Building Permit	一个月 1 Month
2	拆迁、平整、三通一平 Jobsite demolishment, Ground leveling, Supply of Power, Water and Road	告知 Information	巴方责任 Accomplishment by MOFA	接受 Acceptance		已完成 Finished
3	项目建议书 Project Proposal	审核并批准后转 UNDP Review and Approval	向中方提供 Submission to Chinese side	接受 Acceptance	项目建议书 Document of Project Proposal	已完成 Finished
4	施工图设计 Construction Design	批准 Approval	批准 Approval	选择咨询公司，审核设计 方案，并提交中巴双方审 核批准。 Slection of consultant, Review of proposal, and submission to China and MOFA for approval	设计图纸和批复 Design Drawings and Approval	一周 One week
5	招评标 Bidding & Bid Evaluation	告知 Information	告知 Information	组织并实施，报中巴双方 确认 Organization and Implementation, and submission to Chinese and Palestinian seides for confirmation	招投标文件（采购文件、采购申请、 采购方法、采购结果（评标报告和评 标结果）） Bidding document (Documents of procurement, request for procurement, guideline of procurement and result (bidding evaluation process and the result	三个月 3 Months
6	合同签订 Signing of Contract	告知 Information	告知 Information	代表中巴双方签订合同	合同 Contract	一个月 1 Month

7	项目实施 Project Implementation	告知 Information	告知 Information	提供季报 Submission of Quarterly Report	季报(内容包括进度、质量QS/QC、资金、重大变更、不可抗力(如有)) Quarterly Report (include progress, QA/QC, and financial report, major modification, force majeure if any)	季报 Periodic	
8	资金使用 Capital Usage	拨款申请 appropriation request	确认后向UNDP支付 Payment after confirmation	审核后向中方提出 Request to the Chinese side after approval	向巴方提出 Request to the Palestinian side	申请和支付文件 Request and Payment documents	季报 Periodic
		最终财务和审计报告 Final Report Financial & Approval	审批 Review & Approval	审批 Review & Approval	审批 Review & Approval	提交 Submission	最终财务和审计报告 Final Report Financial
9	验收 Inspection Test & Acceptance	中期验收(土建完成) Midterm Inspection (completion of civil works)	与巴方共同验收 Joint inspection with Palestinian side	与中方共同验收 Joint inspection with Chinese side	内部验收后, 申请 Submission of Request after self Inspection	验收申请和验收报告 Request for Inspection and Inspection Report	2周 (14个月后) 2 weeks after 14 months
		最终验收 Final Test Acceptance	ditto	ditto	ditto	内部验收并当地有关部门 Request for Final Acceptance after inspection of UNDP and Local Authorities	验收申请和验收报告 Review and Acceptance of the Request and the Inspection Report
10	项目总结 Closeout and Demobilization Summarization	审核、确认 Check & Confirmation	审核、确认 Check & Confirmation	提交 Submission to China & MOFA	项目总结报告 Project Completion Closeout Reports	1个月 (24个月后) 1 month after 24 months	