

**Minute on Mid-term Inspection of the Office Building of the Ministry of
Foreign Affairs of Palestinian National Authority**

Place of Signature: Ramallah, Palestine

Date: April 25, 2012

In accordance with the related provisions of the tripartite agreements reached among the Ministry of Commerce of P.R. China, the Ministry of Foreign Affairs of Palestinian National Authority and UNDP/PAPP, China Friendship Development International Engineering Design and Consultation Co., Ltd., authorized by the Ministry of Commerce of P.R. China, send an team to Palestine for a routine midterm inspection through 15 April to 25 April of 2012. During the period, onsite inspection was carried out, engineering documents and financial reports were reviewed, and checkup examinations on the outcome of implementation in regard to the suggestions put forward during the design review were performed. The three parties together discussed the problems encountered at present and the work plan of next phase. A minute is reached as follow:

I. Progress of the Project

The construction of the project was started on November 24, 2010. Period for civil constructions was originally scheduled to be 12 months. And due to foundation changes, the period was extended. Currently, the skeleton frame



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has been completed, and stone works under construction.

II. Overall assessment of the three parties on implementation of the project

1. Engineering documents of the civil work is complete;
2. The three parties made a joint inspection acceptance on the skeleton works, and considered that the quality of the project have reached the design and acceptance standards confirmed by the three parties. (refer to Annex 1) ;
3. The contract price for the completed projects are in compliance with the requirements of investment control;
4. Project schedule has been delayed compared to the original plans.

III. The three parties agreed unanimously that necessary measures should be taken to accelerate the progress of project implementation. UNDP/PAPP agreed to control the investment below the ceiling point confirmed upon by the tripartite and to complete all the remaining tendering works within three months (refer to Annex 2), so as to finalize the total amount of investment on the project, whereby the tripartite to be able to sign the supplementary agreement on the commissioned implementation of the project and China to settle the third payment for funding the project.

IV. Regarding the problems encountered at present (refer to Annex 3), the



Palestinian side and UNDP/PAPP agreed to resolve them as soon as possible in the next phase.

The minute is signed in Chinese and English in triplicate, in Ramallah April 25, 2012. Each party shall hold one copy, and both texts being equally authentic.

Representative
of the Chinese side:

Jiang Aiqun
(Signature)



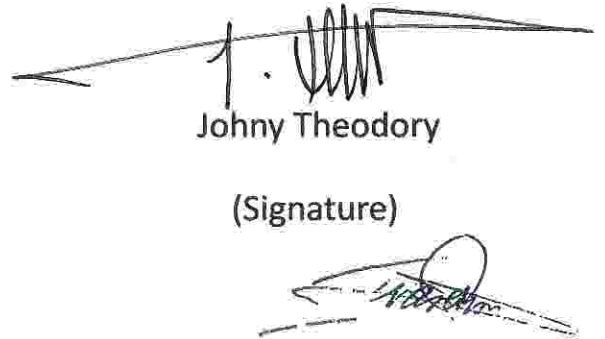
Representative
of the Palestinian side:

Hanan Jarrar
(Signature)



Representative
of UNDP/PAPP:

Johny Theodory
(Signature)



Annex 1: Midterm Acceptance Inspection Milestone Report (Civil Works)

Annex 2: Financial Status and Objectives of Investment Control

Annex 3: Problems/Issues Discovered During Inspection

Information of each side of the minute

1、 The Chinese Side:

Name: China Friendship Development International Engineering Design & Consultation Co. Ltd.

Legal Representative: Chen Tiemin

Authorized representative: Jiang Aiqun

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2、 The Palestinian Side:

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

Authorized representative: First Secretary Hanan Jarrar

Director of International Cooperation Department at MOFA

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3、 The UNDP/PAPP Side:

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Annex 1: Office Building of MOFA Midterm Acceptance Inspection Milestone Report (Civil Works)

Ministry of Commerce of P. R. China

Ministry of Foreign Affairs of Palestinian National Authority

United Nations Development Programme/ Programme of Assistant to the Palestinian People

Serial No.	Proportional Works	Items	Inspection or Test Contents	Standard Adopted	Data Acceptance Inspection	Facade/Appearance Inspection	Random Test Inspection	Results
1	Foundation	Excavation and Backfill	Foundation Subsoil, Elevation, Soil texture of Backfill, Thickness of Backfill, Moisture Content, Dry Density	AASHTO	Laboratory Tests	Thickness measurements and material appearance	Compaction tests	Qualified
		Building Template	Template Quality Certificate, Installation, Dimension, Axis, Rigidity, Stability	UNDP	Material Submittal Document Checking request	Site Engineer inspection	Surveyor check UNDP Quality Engineer Inspection	Qualified
		Reinforcement	Quality Certificate, Binding, Joint, Protective Layer	LOCAL	Factory Certificate Workshop drawings	Site Engineer inspection	Laboratory test when necessary UNDP Quality Engineer Inspection	Qualified



			Concrete Maintenance, Dimension	Concrete Mix, Casting, Rigidity,	Jordanian	Factory Design	Mix	Site Engineer inspection	Laboratory Tests UNDP Quality Engineer Inspection	Qualified
		Waterproof Concrete Structure	Impermeability Concrete Maintenance, Dimension	Grade, Casting, Rigidity,	LOCAL	Factory Technical Sheets		Site Engineer inspection	Laboratory Tests UNDP Quality Engineer Inspection	Qualified
		Waterproof Layer of Cement mortar	Concrete Thickness, Rigidity	Concrete Mix, Elevation, Smoothness,	LOCAL	Factory Technical Sheets		Site Engineer Inspection	On-Site tests UNDP Quality Engineer Inspection	Qualified
		Masonry	Concrete Mix, Rigidity, Axis, Elevation, Smoothness, Wall Reinforcement, Mortar Plumpness		N.A	N.A		N.A	N.A	N.A
		Template	Support Stiffness, Stability, Verticality, Dimension, Axis, Elevation, Built-in Fitting		LOCAL	Formwork Design workshop drawings		Site Engineer inspection	Surveyor inspection UNDP Quality Engineer Inspection	Qualified
2	Primary Structure	Reinforcement	Quality Certificate, Binding, Joint, Protective Layer		LOCAL	Factory Certificate Workshop		Site Engineer inspection	Laboratory test when necessary	Qualified



Annex 2: Financial Status and Objectives of Investment Control

UNDP/PAPP separates the bid of the project into five packages. They are the tender of design, site leveling excavation, skeleton civil works, electromechanical and finishing, elevator procurement. Currently, the bidding, contracting and implementation of design package, site leveling and civil construction packages have been completed. The tendering of electromechanical as well as finishing package, except award of the bid, is completed, too. However, elevator procurement tender has not been started. Therefore, the project financial status so far is as follow:

No.	Tender	Contract Volume (10,000 USD)	Remarks
1	Design	7.53	Contract Completed
2	Site Leveling Excavation	4.96	Contract Completed
3	Civil Works	326.87	Construction about Completed, 75% Paid.
4	Electromechanical and Finishing	600.00 (Control objective)	Tender and evaluation completed, yet to be rewarded.
5	Elevator	45.00 (Control Objective)	Not tendered
6	Total	984.36 (To Be Determined)	To be controlled within 10 million USD



Annex 3: Problems/Issues Discovered During Inspection

1- In order to avoid chimney fire effect in case of fire disaster (No.14, original design review), slabs must be increased in the finishing phase in between axis 16 ~ 19 and E ~ Q of the four story height grand atrium, to isolate the small high rise atrium from the large atrium. And protection fence rails have to be constructed for prevention of people from accidentally stampede and falls, as to ensure the dual tasks of fire proof and personnel safety.

2-Attentions should be paid to the construction of walls and escape doors in the finishing phase, when the distance is more than 60m, just as per the suggestion in design review (No.12, original design review)

3-To urge local electrical sectors to remove the high voltage power line and poles which is adjacent to the building (required to be greater than 30 meters from the external wall of the building) as soon as possible, so as to avoid security risks.

