

**ITB/2021/27814**
**Pre Bid Site Inspection - Meeting Minutes**

<b>Project Name:</b>	"Provision of Restoration of Kurcaj's Bridge in Krujë"
<b>Meeting Ref:</b>	
<b>Meeting Date:</b>	05 October 2021
<b>Time:</b>	11:45 am
<b>Location:</b>	At Kurcaj Bridge, Kurcaj, Kruje, Albania
<b>Prepared by:</b>	Lorena Harizaj

<b>UNOPS Team:</b>			
<b>Name of Participant</b>	<b>Position</b>	<b>Organisation</b>	<b>Email</b>
Flamur Shala (F.Sh.)	Project Manager	UNOPS	
Lorena Harizaj (L.H.)	Civil Engineer	UNOPS	

<b>Potential Bidders Attendees:</b>				
	<b>Company Name</b>	<b>Name of Participant</b>	<b>Telephone</b>	<b>Email</b>
1	Bidder 1			
2	Bidder 2			
3	Bidder 3			

<b>Other Attendees:</b>				
	<b>Institution</b>	<b>Name of Participant</b>	<b>Telephone</b>	<b>Email</b>
1	Administrative Center of Nikel (including Kurcaj unit)			-

Issues Discussed	Comments/ Action Points
1.Introduction to the ITB	<p>UNOPS Team welcomed the Potential Bidders whilst doing an overview introduction of the ITB Ref.No.: ITB/2021/27814. F. Sh. informed the participants that the reason for organizing this mandatory site-visit is the remote location of the bridge and the poor conditions of the access road.</p>
2.ITB Particulars, Returnable Schedules, Evaluation Method and Criteria	<p>The main points discussed during the site visit were:</p> <ul style="list-style-type: none"> <li>- Submission deadline : The submission deadline is 13 October 2021.</li> <li>- Scope of works that consists as follows: <ul style="list-style-type: none"> <li>- Dismantle of the cobblestone layer, of external wall fragments and of previously collapsed wall fragments and documentation of the construction technique of the wall.</li> <li>- Storing and cleaning of the wall stones;</li> <li>- Masonry works consist of : installation of stainless steel brackets, re-construction of missing parts of the bridge with stones found in situ, using techniques documented before the wall dismantling process, construction of the discharging window's vault at the collapsed part of the bridge, structural mortar injections as needed etc.</li> <li>- Layer works for the cobblestone layer remantling;</li> <li>- River protection works : systematization of slopes in both sides of the bridge, installation of gabion walls;</li> <li>- Other site works to gain access from the bridge to the beach by the river side.</li> </ul> </li> <li>- F.Sh. explained that every question regarding the Provision of Restoration of Kurcaj's Bridge in Krujë", has to be submitted online, in the e-System where all answers and clarifications will be provided in a short time and will be available for all interested parties. The deadline for clarification from bidders is 7th of October 2021, 15 :00hrs.Communication language is strictly English so participants were encouraged to engage english-speaking personnel for this project .</li> <li>- Potential bidders are invited to submit a bid for ITB/2021/27814 - "Provision of Restoration of Kurcaj's Bridge in Krujë" conforming to the submission deadline.</li> <li>- The opening of the received Bids will not be public.</li> <li>-F.Sh. advised the potential bidders to check the validity of their licences so they can meet the eligibility criteria linked to the licence.</li> </ul>

<p>3. Explanation of the Site Layout Plan and Phasing of Works Programme of Works</p>	<ul style="list-style-type: none"> <li>● F.Sh. explained that due to the newly constructed road adjacent to the bridge, there is a change in the configuration of the relief in the right side of the bridge : in order to widen the road, fill material has been thrown on the right slope , presenting a different situation from the time when the design has been prepared. Participants were advised to prepare their offer based on the existing design. Meanwhile, UNOPS will contact the Designer in order to reflect as needed all in situ changes and findings in the design.</li> <li>● Participants discussed the possibility to use the land nearby (on the left of the bridge) to settle the site. The representative of Nikel - administrative center B.M. took the responsibility to get engaged in discussions with the owners of this land in order to facilitate the site set up process.</li> <li>● F.Sh.emphasized the importance that UNOPS gives to the very rigorous implementation of the HSE system on site. A dedicated HSE officer from the contractor will be present on site every day, besides the site engineer to ensure HSE requirements implementation. The scaffolding will be erected by an experienced company, following the design made by licenced structural engineer(s) and applying requirements from UNOPS and Albanian legislation.</li> </ul>
<p>4. Addendums</p>	<p>He advised the bidders to regularly check and review the link provided, and when submitting the bid, they should fill ,print, sign and upload the all Returnable Bid Schedules and other documents using a checklist . This is to ensure that any changes that may happen, the bidder is up to date with, and by submitting the forms is acknowledging these have been accepted in the submitted Bid.</p> <p>All participants agreed about this.</p>