

ITB/2021/27874
Pre Bid Site Inspection - Meeting Minutes

Project Name:	“Restoration of Hammam, Durres ”
Meeting Ref:	
Meeting Date:	07 October 2021
Time:	11:00 am
Location:	At Hammam of Durrës, Albania
Prepared by:	Lorena Harizaj

UNOPS Team:			
Name of Participant	Position	Organisation	Email
(F.Sh.)	Project Manager	UNOPS	
(L.H.)	Civil Engineer	UNOPS	

Potential Bidders Attendees:				
	Company Name	Name of Participant	Telephone	Email
1	Bidder 1			
2	Bidder 2			
3	Bidder 3			
4	Bidder 4			
5	Bidder 5			
6	Bidder 6			

Other Attendees:

	Institution	Name of Participant	Telephone	Email
1	The Museal Center of Durres,Director			

Issues Discussed	Comments/ Action Points
1.Introduction to the ITB	UNOPS Team welcomed the Potential Bidders whilst doing an overview introduction of the ITB Ref.No.: ITB/2021/27874. F.Sh. explained that the reason for the mandatory site visit is that the object is not open to the public and cannot be accessed in case any inspection is needed. So, this site visit is an opportunity for the interested parties to inspect the object, site location and assess the current situation of the object closely.
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"> - Submission deadline : The submission deadline is 18th of October 2021. - Scope of works that consists as follows: <ul style="list-style-type: none"> - Structural retrofit works; - Restoration works on covers, facades, internal spaces etc. - Installation of expositor and equipment; - Works on external systems (removal of gates, demolition of brick and concrete blocks wall, soil excavation, foundation hydroisolation, alley construction etc.); - Fire fighting system installation ; - Replacement of Sanitary water supply system and Wastewater Discharge system; - HVAC system installation; - Electrical installations, Lighting network system, LAN system installation, Public address system, CCTV system installation, Alarm system, Lighting protection and Earthing Network; - Back up, Reservation of electrical energy generator; - Supply of digital equipment. F.Sh. emphasized the importance of engaging professionals of the area in the market research during this phase, especially when talking about digital equipment. The approval of materials will be done following UNOPS requirements. - F.Sh. explained that every question regarding the “Restoration of Hammam Durrës”, has to be submitted online, in the UNOPS esourcing 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 13th of October 2021, 23:00hrs. Communication language is strictly English so participants were encouraged to engage english-speaking personnel for this project . - Potential bidders are invited to submit a bid for ITB/2021/27874- “Restoration of Hammam Durrës” conforming to the submission deadline. - The opening of the received Bids will not be public. -F.Sh. advised the potential bidders to check the validity of their licences so they can meet the eligibility criteria linked to the licence.

	<p>- F.Sh. also emphasized the participants to pay attention to the choice of personnel that will be appointed on site. The future contractor will be represented on site by a team of Key staff such : HSE officer, Quality engineer and Site manager who will be dedicated to this site, besides other workers and/or specialists engaged in work implementation, as declared in the bidding documents.</p> <p>F.sh. informed bidders that they need to pay attention that changes or replacements of key staff presented during the bidding process will not be accepted once a contract has been signed and work commenced unless there is a specific, major reason.</p> <p>We are informing this to you because we have the case that after signing the contract, all the key staff presented during the bid were asked to be replaced with a new one without any justification, presented experts were requested to be replaced with junior engineers .</p>
3. Explanation of the Site Layout Plan and Phasing of Works Programme of Works	<p>F.sh. inform others that The Hammam is located in the city center and don't have enough space in the yard to place the office/Container for supervisors during restoration . Access to the site is very easy and there is a possibility to rent offices in the buildings nearby (max 500m for the site) .The small yard can be used as a warehouse to store the material.</p> <ul style="list-style-type: none"> • Bidder 4 raised concerns regarding the electricity supply of the object and its availability during works while • Bidder 3 raised a question regarding existing networks of sanitary water supply and sewerage systems. F.Sh. and A.R. explained that given the location of the object in the city center no problems shall arise regarding water supply and discharge systems, electricity supply etc. However, the chosen contractor shall address all issues regarding electricity supply, water supply and wastewater system to the pertinent public authorities, in this case OSHE(The Operator of distribution of Electricity) and UKD (Water supply-sewerage Company Durres) • UNOPS strict requirements regarding HSE system implementation were discussed in the meeting. The scaffolding must be erected by an experienced company, following the design made by licenced structural engineer(s) and applying requirements from UNOPS and Albanian legislation.
4. Addendums	<p>F.Sh. advised the bidders to regularly check and review the link provided, and when submitting the bid, they should fill ,print, sign in and upload all the 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>If a bidder has any problem with e-sourcing during application can contact unops procurement for advice and support . sending an official email.but don't wait until, last minute</p> <p>All participants agreed about this.</p>