



ITB/2022/41745
Pre Bid Site Inspection - Meeting Minutes

Project Name:	"Restoration of the Archeological Museum of Durres, Albania"
Meeting Ref:	16
Meeting Date:	17 May 2022
Time:	12:00 pm
Location:	Archeological Museum of Durres
Prepared by:	(L.H.)

UNOPS Team:			
Name of Participant	Position	Organisation	Signature
(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	Archeological Museum	Director		
2				

Issues Discussed	Comments/ Action Points
1.Introduction to the ITB	F.Sh. opened the meeting by welcoming all participants and made an introduction of the ITB /2022/41745 "Restoration of the Archeological Museum of Durres, Albania".
2.ITB Particulars, Returnable Schedules, Evaluation Method and Criteria	<p>F.Sh. asked all participants whether they were registered or not in the UNGM system-UN Global Marketplace, as the first mandatory step to take part in this tender but also to get information regarding all tenders launched by UN all over the world. All the documentation of this tender can be found in the UNGM system. He continued by presenting the scope of this visit that is to allow the potential bidders to assess closely the current conditions of the object, the access roads for materials and machineries etc.</p> <p>F.Sh. informed that the bid closure date is 23rd of May 2022 but he advised participants to apply as soon as they are ready, and not wait till the last day.</p> <p>Every clarification regarding the "Restoration of the Archeological Museum of Durres, Albania" needed by the bidders has to be submitted online, in the UNOPS e-sourcing platform where all answers and clarifications will be provided in a short time and will be available for all interested parties. The deadline for clarifications is 20th of May 2022.</p> <p>The evaluation process is based both on technical data of the bidders and their financial offers. This is why bidders must engage an experienced team to carefully prepare the work methodology, the implementation works plan and the financial offer. A very important criteria in the evaluation process is the proposed key staff who has to be exclusively engaged in this site. Also, in order to understand the bidders' capacities in terms of machineries they have to submit ownership certificates of machineries, invoices of purchases or leasing agreements as evidence.</p> <p>Another important issue is when declaring to enter in the tender as a Joint Venture, bidders need also to declare the leading party of the JV. F.Sh. Also, if using subcontractors, bidders need to submit the list of their approved subcontractors etc.</p> <p>Bidder 4 asked regarding how to fill the forms in the case of a JV. F.Sh. replied that in the case of a JV as per requirement in the RETURNABLE BID SCHEDULE 20, the work experience will be submitted separately for each company while the staff and machineries jointly. In this regard, he advised companies already engaged with UNOPS to appoint different staff in this tender, otherwise they will be eliminated. The situation is different in case a company has already applied in an ongoing bids with UNOPS but doesn't have a response yet: they won't be eliminated but a replacement of appointed key staff might be required.</p> <p>Bidder 4 asked whether in the case of specific professionals that need to be engaged in the project, they will have to be in the payment list of the company at the moment of submitting the offer or not?</p> <p>F.Sh. explains that there is no need for them to be employed prior winning the tender but need to present commitment and statement of availability of all proposed staff.</p> <p>Bidder 4 asked also whether the contract template needs to be filled or is just for information purposes. F.Sh. responded that the contract template is just for information and consultation purposes by the bidders and their respective lawyers.</p> <p>F.Sh. draw attention to participants to sign and stamp all forms/schedules, as clearly required. He added that the documentation must be prepared clearly and concisely, in a comprehensive English, by staff that understands the requirements and is able to fill the</p>

	<p>forms correctly. Also the staff engaged on site must be able to communicate in oral and written forms in English since the official communication language is English.</p> <p>F.Sh.emphasized the importance of implementing UNOPS high standards regarding HSE management on site : safe scaffolding for use, PPE's , implementation of HSE plans and procedures, submittal and approval on time of Method Statements and Risk Assessments etc., to maintain Goal 0 accidents on site.</p> <p>The opening of the bids will not be public.</p>
<p>3. Explanation of the Site Layout Plan and Phasing of Works Programme of Works</p>	<p>The building has a very convenient location, facing a main street, not far from the center in the city of Durres. Access to the site for machineries and materials is very easy, through a road straight to the building yard. Bidders must pay attention to getting necessary permits for the transport of materials and equipment. Since the Museum is functional, it is supplied with electricity and potable water. There are multiple choices for site offices.</p> <p>The implementation works that will last 12 months, can be divided into different phases. The first one is the evacuation of museum artefacts.</p> <p>Bidder 5 asks whether there will take place a cataloguing process of the artefacts. F.Sh. answers that the contractor will need to prepare the evacuation plan of the artefacts and in collaboration with relevant institutions including the National Center of Registry of Culture Heritage, Albanian Archeological Service, Archeological Museum of Durrës etc., the documentation and passportization of the artefacts will take place. The artefacts will be stored in proper conditions in the backyard, under 24 h surveillance which will be provided by the contractor .</p> <p>The other phases of the works will include :</p> <ul style="list-style-type: none"> -Structural consolidation of damaged columns with the method of reinforced concrete jacketing; -Removal of existing architectural finishes and existing systems; New systems (mechanical, electrical, HVAC, firefighting, surveillance systems), new architectural finishes; New exposition boxes and digital interpretation; Reconceptualization of the exposition; Two New elevators will be supplied and installed and external one is panoramic elevator and emergency staircase in the back part of the building; Building of two auxiliary buildings for the storage of archaeological objects and electrical/mechanical devices in the backyard; Landscape works ; etc. <p>Bidder 3 asked for clarification regarding the capacity of the telescopic crane because in one place it required 15t and in another one 10t ?. F.Sh. asked the bidder to submit the request in the system so all other participants can see the reply.However we will send notification with right information in next 24h</p> <p>Bidder 5 asked whether the artefacts can or cannot be dislocated outside the museum perimeter, in another location. F.Sh. responded that this is not possible. The artefacts will be stored in the museum backyard, under 24h surveillance, only after the Minister issues the Evacuation Order.</p> <p>F.Sh. invites all participants to assess the building closely. He advised the participants to visit the building again with their teams so they can better understand the problems of the object in detail and prepare an appropriate offer.</p> <p>In the left corner of the backyard, there is an existing building occupied by one family whose access road to the main street passes through the museum yard. Bidders asked about this situation. This situation has been addressed to the Director of the Museum for further clarifications, however, a physical barrier will be erected to separate the Museum territory and the area occupied by these persons during implementation works.</p> <p>Bidder 4 asked regarding work duration whether it was 6 or 12 months. F.Sh. replied that the duration of work is foreseen 12 months.</p> <p>Bidder 4 asked regarding the limit fund. F.Sh. replied that the tender is according to UNOPS regulations, where no (20%) Limit funds are used as per albanian legislation but in case that</p>

	<p>will be necessary any additional work/variation there is available contingency under this project.</p> <p>Bidder 4 asked whether the offer guarantee can come from a bank or from insurance companies. F.Sh. replied that the offer guarantee can be from both a bank or insurance companies as specified in RETURNABLE BID SCHEDULE 2, FORM OF BID SECURITY</p>
4. Addendums	<p>The offer is VAT excluded.</p> <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>