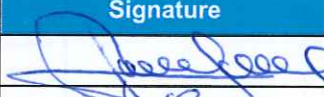



**ITB/2022/41745**
**Pre Bid Site Inspection - Meeting Minutes**

<b>Project Name:</b>	"Restoration of the Archeological Museum of Durres, Albania"
<b>Meeting Ref:</b>	17 , Pre-bid Meeting No.2
<b>Meeting Date:</b>	24 May 2022
<b>Time:</b>	11:00 am
<b>Location:</b>	Archeological Museum of Durres
<b>Prepared by:</b>	(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			

Other Attendees:				
	Institution	Name of Participant	Telephone	Email

1	Archeological Museum of Durres	Specialist		
2				

Issues Discussed	Comments/ Action Points
1.Introduction to the ITB	F.Sh. opened the meeting by welcoming the participant and presenting the UNOPS team. He continued by explaining that this was the mandatory pre-bid meeting # 2 for the ITB /2022/41745 "Restoration of the Archeological Museum of Durres, Albania" and that participants in the first meeting didn't need to come again. The reason for a second pre-bid meeting was to increase the number of potential applicants in this tender based on the importance of the building and the project size.
2.ITB Particulars, Returnable Schedules, Evaluation Method and Criteria	<p>F.Sh. 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 31st of May 2022 but bidders should feel free to apply as soon as they have all documentation ready.</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 27th 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. Failing to fulfil this criteria would cause the elimination of the bidder.</p> <p>F.Sh. 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 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>
3. Explanation of the Site Layout Plan and Phasing of Works Programme of Works	<p>The building has a very convenient location, in a main street in the city of Durres, easily accessible by machinery .</p> <p>Works will last 12 months and can be divided into 3 main phases. The first one is the evacuation of museum artefacts. The contractor will have to prepare the evacuation plan for artefacts and in collaboration with relevant institutions will also do the documentation and passportization of the artefacts.The contractor will also offer the logistics for the artefacts evacuation.The artefacts will not leave the perimeter of the Museum.</p> <p>They 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"> <li>-Structural consolidation of damaged columns with the method of reinforced concrete jacketing;</li> <li>-Removal of existing architectural finishes and existing systems;</li> </ul> <p>New systems (mechanical, electrical, HVAC, firefighting, surveillance systems), new architectural finishes;</p> <p>New exposition boxes and digital interpretation;</p> <p>Reconceptualization of the exposition;</p>

	<p>The existing internal elevator will be replaced by a new one and there will also be an external panoramic elevator that leads to the museum terraces. An emergency staircase will be built in the back part of the building;</p> <p>Building of two auxiliary buildings for the storage of archaeological objects and electrical/mechanical devices in the backyard;</p> <p>Landscape works ; etc.</p> <p>F.Sh, invites the participant to assess the building closely. He also advised the participant to visit the building again with his team to 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. A physical barrier will be erected to separate the Museum territory and the area occupied by these persons during implementation works until a solution is found by authorities.</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>