

Minutes of Meeting (Mandatory site visit)

REQUEST FOR QUOTATION: No. RFQ-HCR-SYR-2022-80

FOR THE PROVISION OF RENOVATION AND ENHANCEMENT WORKS FOR 07 ROOMS AND ONE SUITE AT SHAHBA HOTEL ALEPPO

Purpose:

The purpose of this mandatory site visit with all interested eligible service provider was to allow them to check the requirements on the ground and to provide briefing on below.

1. Guidance on the bid's requirements.
2. Documents required with their offer
3. Overview of evaluation and eligibility criteria
4. Scope of work and BOQ requirements
5. Implementation timelines etc.

As per the RFQ, the site visit was scheduled for Thursday 10th November 2022 @ 12:00 hrs Syria local time at Shahba Hotel total 09 bidders participated during the site visit. Attendance sheet is attached as Annex-1 with the minutes.

Sit visit Proceedings:

Sit visit was started as per scheduled date and time at Shaba Hotel Aleppo – Floor 17th in the presence of following UNHCR staff members:

1. Mr. M. Wasem Mouin, Senior Supply Assistant Aleppo
2. Mr. Saad Maktabi, Shelter Assistant Aleppo
3. Mrs. Mari Shammas / Shelter Assistant Aleppo
4. Mr. Ahmad Qais Natour / Senior Admin Assistant Aleppo

Blow listed 09 bidders participated in this mandatory site visit:

1. Peoria Company
2. Salah Atat LTD
3. Ali Raef Alaobead
4. Pascal George Chahin
5. AWAD Caravans Limited
6. Alaa Shaabo
7. Abanos Wood Company
8. Sanaya Company
9. Dusk FZC

The Site visit was started by the Senior Supply Assistant with an introduction about the project and the aim of this site visit, then the Senior Admin Assistant Mr. Qais started by providing information to the potential services providers on the topics as explained above. After the briefing on the all-important points of the project, explaining on the ground the requirements

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and the scope of works bidders were requested to ask any question or request for any clarification related to the subject RFQ.

Below table summarizes the questions/clarifications.

S #	Questions	Clarifications
1.	Mattress requirement with two different options, please confirm and clarify?	<p>Confirmed, reference to Annex 1 BoQ & Technical Specifications Item number 13, UNHCR requested to quote both options of mattress:</p> <p>1- A single mattress with dimensions 98*190 cm, 20-22 cm thick, consisting of a soft sponge layer 3 cm thick from the top and 3 cm from the bottom, and a 0.5 cm felt layer to give the mattress stiffness, and a middle layer of high-pressure sponge 15-16 cm thick It does not have springs</p> <p>2- A single mattress with dimensions of 98 * 190 cm and thickness of 28 cm, consisting of a layer of soft memory sponge, 6 cm thick, and containing Italian springs.</p> <p>Both options are required, and UNHCR will decide which option they will finalize for the mattress.</p>
2.	<p>Is any maintenance works are required for the Door's wooden frame?</p> <p>Is there any painting works for doors?</p>	<p>No, Reference to Annex 1 BoQ & Technical Specifications, and Annex 2 Scope of work, nothing is required for the doors' wooden frame.</p> <p>No, Reference to Annex 1 BoQ & Technical Specifications, and Annex 2 Scope of work, nothing is required for painting doors.</p>
3.	<p>Is there a possibility to provide another type of shower water mixer which is not similar to the existing one?</p> <p>Is it possible to disassemble and reinstall the marble tiles that surrounding the water mixer during the implementation?</p>	<p>According to Annex 1 BoQ & Technical Specifications Item number 7:</p> <p>In case of the unavailability of the model, the regular wall mounting mixer, not separated model, high-quality, first class will be supplied and installed instead of the old model with supplying and installing double shower faucet set (rainfall fixed piece and handheld piece) with all needed works and materials. The priority for assessing the samples and offers will be for the one that is similar to the existing in the hotel.</p> <p>Yes, reference to Annex 1 BoQ & Technical Specifications Item number 7, The contractor will use the needed works and materials to modify and transfer the pipes of the old model to fit the newly suggested model without damaging the existing wall and marble. The needed works includes disassemble and reinstall the marble tiles if needed but taking into</p>

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		<p>consideration that the contractor is responsible for any damages that occurred during the implementation, and he has to fix it on his own responsibility. The price should include the needed pipes, connections, grout, disassembling, reinstalling and other needed works to install the new water mixer for shower.</p> <p>Any information needed from the supplier should be mentioned in the supplier offer. A brochure and picture for the sample should be provided for more clarification.</p>
4.	What shall we do to the corridor doors of the kitchen / elevator areas, as the new required ceramic tiles which will be pasted / installed on the service floor space will affect the closure of the doors?	The contractor must adjust the doors (cut them by approx. 1 cm as per the need), to allow the doors' opening / closing smoothly.

The Site visit was ended, and the services providers were informed that minutes of the meeting will be shared and also uploaded on the UNGM.

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