

ITB/2022/42062
Pre Bid Site Inspection - Meeting Minutes

Project Name:	Emergency consolidation of the north part of the castle of Lezha ,Albania
Meeting Ref:	
Meeting Date:	15 Aug 2023
Time:	12:00 am UTC (14:00 Tirana time)
Location:	Castle of Lezha, Albania
Prepared by:	(F.Sh.)

UNOPS Team:			
Name of Participant	Position	Organisation	Signature
F.Sh.	Project Manager	UNOPS	
F.S.	Senior Associate Civil Engineer	UNOPS	

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

Note: attendance sheet was signed by all participants

Other Attendees:				
	Institution	Name of Participant	Telephone	Email

Issues Discussed	Comments/ Action Points
1.Introduction to the ITB	.Sh. welcomed the participants and made an introduction of the ITB/2023/47094: "Emergency consolidation of the north part of the castle of Lezha".
2.ITB Particulars, Returnable Schedules, Evaluation Method and Criteria	<p>The aim of the visit is to allow the potential bidders to assess closely the current conditions of the site, the access for materials and machineries etc.</p> <p>F.Sh. questioned the only bidder present if they have managed to access all bidding documents in e-sourcing and the answer was yes.</p> <p>F.Sh informed the bidder that the bid closure date will be extended because of the low number of interested bidders. the notification will be send by COB via e-sourcing.</p> <p>F.Sh. encouraged the participant to review carefully all tender documentation, to make their own verifications on site and to ask for clarifications online, in the UNOPS e-sourcing where all answers and clarifications will be provided in a short time and will be available for all interested parties</p> <p>F.Sh. emphasised the need to prepare the schedules as per exact requirement, in case they need any help they can request via system. For example, when speaking about work plan schedule, they need to submit a signed work plan for the foreseen activities; in the case of subcontracting and suppliers schedule, they need to submit the list of subcontractors; in the case of machinery used they need to submit ownership documents, invoices or rental agreements etc.</p> <p>Another very important issue mentioned is the appointment of a dedicated key staff to this project: a HSSE officer to meet UNOPS Goal 0 on accidents, a site engineer and a quality engineer cannot be covered by one individual.</p> <p>F.Sh. mentioned that official communication language is English. Key staff presented in the bid must have English skills, since they need to prepare a lot of reports and documents in English.</p> <p>The opening of the bids will not be public. The evaluation is both technical and financial.</p> <p>F.Sh. advised participants once more to prepare the documentation with maximum care by experienced people, in a comprehensive English, checking for mistakes before submitting and attached all required schedules since they are mandatory.</p>
3. Explanation of the Site Layout Plan and Phasing of Works Programme of Works	<p>All participants agreed that access to the site is very difficult, by an asphalted road that leads exactly to the castle but access to the area when the works need to be done is very difficult</p> <p>F.Sh. explained further the scope of works in detail</p> <p>The main intervention in the castle is emergency consolidation of the north part of the castle and special equipment's, specialised and experienced staff is required to be engaged by the bidder.</p> <p>The UNOPS team invited participant to inspect the castle and particular damaged wall closer.</p> <p>Bidder# 1 expressed his concern that without equipment for lifting and drilling/excavations will be difficult to implement the works and they don't see the possibility to bring equipment on the site due to the difficult access and they have mention that design requirement do not consist with conditions on the ground.</p> <p>Bidder# 1 recommended that detail design it was supposed to be done based of the terrain and find the method of the intervention which should be done without using heavy equipment on the site.</p>

	<p>F.sh. mentioned that we expect from the bidder to present detail own approach how the works will be held following original approved design.</p> <p>Bidder#1 requested also if an alternative solution is possible to present /recommended. Fsh. mention that you have right to request clarification using e-sourcing, however alternative solution out of scope of the works will be considered as deviation from the scope of the works.</p>
4. Addendums	<p>FSh. has mentioned that the meeting minutes will be prepared and shared in system, in second pre bid site visit, same bidder is not mandatory to participate again but just in case that they prefer.</p> <p>F.Sh. For any questions or clarification regarding the ITB in the system, the answer from the UNOPS team will come within 24 hours. The clarification period and the possibility to ask through the system expires 5 days before the bid deadline.</p>



SITE VISIT - ATTENDANTS

PROJECT NAME: "Provision of the Restoration of Emergency Consolidation of the Northern Wall Part of the Castle of Lezha, Albania."
ITB Case No.: ITB/2023/47094

Presentation Date: Tuesday, 15.08.2023

Time: 14:00 Tirana time

Clarification Deadline : 25 August 2023

Location: Castle of Lezha

Project: EU4 Culture 22644-001

No	Name of Participant	Designation	Organisation	Email	Telephone	Signature
1	Aliso Karabo	Represe-tidhe	Algeskonsultim	algeskonsultim@gmail.com	0672089843	
2						
3						
4						
5						
6						
7						
8						

