# SITE VISIT Minutes of Meeting

| Project Title | REHABILITATION OF Mufti Hassan Khaled Garden | | | | |
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| Contract No. | ITB/2024/55136 | | | | |
| Employer | UNOPS | | | | |
| Contractor | -- | | | | |
| Meeting Location | Mufti Hassan Khaled Garden | Meeting Date | 20-12-2024 | Meeting Time | 10:00 – 11:00 am |
| Distribution | All attending Contractors | | | | |
| Site visit report prepared by | Fatima Aleik | | Site visit report distribution date | | 23/12/2024 |

#### 1. Attendants

| UNOPS | Name/ Signature or apologies |
| --- | --- |
| Civil Engineer | Fatima Al Zahraa Aleik |
| HSSE Analyst | Diana El Kojok |
| Civil Engineer | Abdelkader Itani |

#### 2. Scope of visit:

#### A site visit to Mufti Hassan Khaled Garden was organized as part of the tendering process for the project Rehabilitation of Mufti Hassan Khaled Garden

#### The site visit was attended by representatives of fourteen (14) bidders mentioned above and coordinated by UNOPS representative Eng. Fatima Aleik, along with Eng. Diana EL Kojok and Eng.Abdelkader Itani.

#### 3. Site Visit Tasks:

#### The course of the site visit incorporated the following:

* Brief/general description of UNOPS and SIMA project, followed by a brief description of the Rehabilitation of Mufti Hassan Khaled Garden.
* Brief/general description of the tendering process, Evaluation Criteria and needed documents.
* UNOPS highlighted the importance of submitting complete bids to avoid disqualification of bidders.
* Brief wrap up of the pre-bid meeting, including the important remarks related to the following points:
* Preliminary Programme: Submitting the program showing all required details taking into consideration the duration identified in the tender documents. Bidders are advised to prepare & submit their Preliminary Programme using professional software. No deviations from the duration identified in the tender document is accepted.

* Capacity: Submitting similar experience as per qualification Criteria and filling out Schedule 0.4 Capacity and Experience. Completion Certificates are essential in the evaluation.
* No deviations are accepted in the offer regarding material submittals, program, specifications, and method statement. Deviations in design during construction shall be minimal in case extremely necessary, subject to UNOPS team approval.

* HSSE:
* Contractors are required to refer to the project ESMP and UNOPS minimum HSSE Requirements available in the tender documents for more clarifications.
* The Bidder shall take into account in his offer the HSSE costs in pricing. The Contractor is responsible for any delays resulting from the non-compliance with the HSSE standards. The contractor shall work in different areas within the garden at the same time, and shall therefore take proper HSSE measures.
* Contractors shall conduct all the coordination required with all relevant stakeholders including national authorities and communities and all other interested parties.

**The Introduction was followed by the inspection of the garden by bidders accompanied by the UNOPS project team. The bidders were encouraged to study the site thoroughly.**

#### 4. Request of Information

The bidders were requested to submit their questions on the portal so they could get written official responses soon.