Minutes of Site visit

19 June 2020, starting from 10:00 AM until 13:00 PM

Tender on: Rehabilitation of Assembly Hall in Kulanyrhve village, Gudauta district

Organizers: Irina Khvartskaia, UNDP Project Assistant
             Murtazi Gulua, UNDP Civil Engineer

Participants: Ltd “GudautaStroy” – Mr. Aiba
             ZAO “Stolitsa” – Mr. Tuzhba
             Ltd “Sabua” – Mr. Sabua
             Ltd “Era-Lux” – Mr Gavrishuk
             Ltd “Stroymentazh 2” – Mr. Tsveiba

Following the instructions prescribed due to the restrictions of COVID-19, site visit and
meetings with the interested companies were organized the same day on 19 June 2020, with
the starting time from 10:00 until 13:00 PM, separately for each company.
The representatives of five interested companies registered in advance and attended the
meeting to get the individual consultation on the proposals they are going to submit.

The visit started with the formal introduction of the project carried out by Irina Khvartskaia. The
participants were briefed on the detail of the tendering procedure, including the list of tender
documents required, regulation for tender documents completion and submission etc. Civil
Engineer, Murtazi Gulua, accompanied each representative of the companies around the
site/building to show the scope of work to be completed and described technical state of the
Assembly Hall which to be renovated. The Engineer emphasized on significance to deliver
quality of works and ensure its full correspondence to the established technical requirements
indicated in the Technical Specification. Importantly, throughout the construction works all
safety and security measures of all personnel involved in works are required to be
considered. All debris shall be properly collected and piled in a proper area in the
construction site until the final transportation to the landfills. Construction materials should
have the valid quality certificates and warranties for the PVC windows as indicated in the RFQ.

Participants were interested if UNDP puts any penalties on the Contactors in case there are any delays of works completion as a result of the COVID-19 breakout.
UNDP representatives explained to participants that if quarantine measures are prolonged in Abkhazia, and as a result of this the contractor is not able to complete assigned deliverables timely, then UNDP will take measures to revise timeline for works completion and duration of contract. No penalties will be put on the Contractors in this case.

Overall, during the site visits there were technical questions in relation to the project:

**Question:** There is a brick wall which has to be demolish. Who will do dismantling a brick wall?
**Answer:** Demolition of brick wall will be done by school authorities.

**Question:** What is the height of the scene? Is it necessary to take a staircase to climb the scene?
**Answer:** The height of the scene should be 30cm. The director of school requested to make one staircase at 15 cm height. The additional cost for the installation of staircase may be included in unforeseen cost (%)

**Question:** What type of windows shall be used in terms of quality?
**Answer:** The windows to be offered shall be of a minimum acceptable quality certified by relevant quality certificate. The PVC windows shall be glazed with double glass/ thermal-insulating glass $4 +12 +4$ mm, with all fittings and hardware (frames, hinges, handles, and windowsill. It should be also noted that in case of insufficient quality, the UNDP retains the right to reject the windows and request the company, which shall bear all additional costs to provide with new windows approved by the engineer.