



MINUTES OF THE PRE-BID MEETING OF THE TENDER IT-2018-4-CIVIL ENGINEERING

Held at SNPA office, Lviv, Ukraine

Thursday, December 12th, 2019 at 12:00 pm

WELCOME

- Michael Brombacher, the Team Leader of the Project, welcomed all participants of the meeting.
- Representatives of the participants named the organization that delegated him/her to this meeting.

LIST OF PARTICIPANTS:

1. Michael Brombacher, the Team Leader of the Project
2. Oleg Dudkin, the Deputy Team Leader of the Project
3. Solomiya Stefanyshyn, the National Procurement and Financial Officer
4. Maria Halaiko, the Project and Office Assistant
5. **Retro project LLC (Lviv, Ukraine)**, represented by Zinoviy Yupin (further Guest 1)
6. **HYDROPLAN Ingenieur-Gesellschaft mbH (Worms, Germany)** in association with CDM Engineering Ukraine (Kyiv, Ukraine), represented by Kateryna Herasymenko (further Guest 2)

MAIN PART

General information provided:

Solomiya Stefanyshyn informed that the deadline to submit the tender proposal is postponed till 17:00, January 17, 2019.

Questions and Answers:

Guest 1: Who is the customer (a person or organization) that buys eventually the services?

Oleg Dudkin: Project Support to Nature Protected Areas in Ukraine (SNPA).

Guest 1: Who is the owner of the land on which the architectural projects will be implemented?

Oleg Dudkin: Protected areas (PAs).

Guest 1: How to make the required so called "Critical Announcement" as we do not have any drawings, technical book (general description/specifications) to provide detailed calculations and estimates etc.

Michael Brombacher: We can provide drawings and technical book.

Guest 1: Do you have special reporting forms?

Solomiya Stefanyshyn: No, arbitrary forms shall/will be used.

Guest 2: Will the future construction tenders be national or international tenders?

Solomiya Stefanyshyn: It depends on each sub-project which you would develop and submit. Below 100,000 Euro – national, above 100,000 Euro – international tender.

Guest 1: The Yavorivskyi National Nature Park was offered with the modern, ecologically friendly solutions by the Project architect but they prefer a simplification in relation to this.

Oleg Dudkin: It is a requirement of the project donor, to provide ecologically sound solutions. The design provided by the Project architect (German) provides guidance here and the concepts shall be implemented following this guidance, if the value for money ratio is justifiable and the Ukrainian legislation allows.

Guest 1: There is no source data such as geodesy and geology. Should we include them to our tender proposal? What is the area of the sites which would be designed? It is very important question as it is directly relevant to financial part of the tender proposal.

Michael Brombacher: We have an indicative area of the sites and we will provide you with it. You find the figures also in the tender. Geodesy and geology should not be included in the tender proposal. If the information is updated regarding this – we will let you know.

Guest 1: Will be the person from the target PA assigned for the coordination and communication during the working process for our company?

Oleg Dudkin: Yes, such people are already assigned.

Guest 2: How should we interpret the staff table as there are some job positions which are not specific to our normalized titles?

Oleg Dudkin: You should take it as a formality. In the tender proposal, please provide staff table according to your available employees.

Guest 2: Could a team leader of our working group be either national or international?

Michael Brombacher: This is up to the bidding company.

Guest 2: How to classify an EIA expert in the staff table?

Michael Brombacher: Staff table represents the sector of experts' pool which is up to 20 people. So, you can classify such an expert at your discretion and include him to one of the twenty.

Guest 1: Is the building permit from the State Architectural and Construction Inspectorate of Ukraine (SACI) (required before construction and at the end) included into the tender proposal?

Michael Brombacher: You should include the expenses on the building permit in the Package B.

Guest 1 recommends to apply and make use of the electronic cabinet developed by the SACI.

Guest 1: Who is responsible for a technical supervision of construction work?

Oleg Dudkin: Engineer from each PA and the SNPA technical expert will conduct a technical supervision of construction work .

Guest 1: Reconstruction and new construction are listed in the table of the ToR, is that correct data?

Oleg Dudkin: Reconstruction and expansion of the existing buildings are listed in the table. In the future if there will be corrections in the sub-projects, we will inform accordingly.

Guest 1: Should we provide reports after each stage of the project design or only after finalizing each sub-project?

Oleg Dudkin: Reports should be submitted after each stage.

Guest 2: Can we submit a tender proposal via DHL, Nova Poshta, etc.?

Solomiya Stefanyshyn: Yes, you can.

Guest 2: Is the data of tender submission considered as the date of declaration signing or the date of courier delivery?

Solomiya Stefanyshyn: The data of tender submission is considered as the date of courier delivery. Please, when shipping, keep in mind the delivery time to avoid delay.

Guest 2: To which package of the offer shall we include the EIA?

Solomiya Stefanyshyn: You should include the EIA to the Package B.

FINAL PART

Attendees signed the Presence List.

Michael Brombacher passed a vote of thanks to attendees.