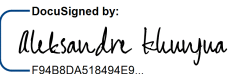
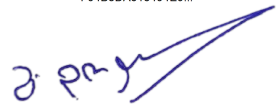


Site Inspection Visit to State Care Agency (SCA)
RFQ Case Ref.: UNDP-GEO-000101

Adaptability of the State Care Agency Infrastructure

LOCATION	State Care Agency (SCA), UNDP Projects: Improving the Rule of Law and Access to Justice for All (RoL) Leadership, Equality, Advocacy and Democracy (LEAD), and UN Joint Programme for Gender Equality (UNJP4GE)
DATE AND TIME:	8 March 2024 at 11:15 AM (GMT+4)
PARTICIPANTS (UNDP/PROJECT):	Aleksandre Khunjua , UNDP Georgia RoL Grants Manager/Project Analyst  Giorgi Dolidze , Civil engineer contracted by UNDP 
State Care Agency	Gega Sadunishvili , SCA Logistics Associate
PARTICIPANTS (BIDDERS)	1. Ltd. Maragi – Zurab Surmava 2. Global Service – Levan Khunjua
AGENDA	1. Site inspection and Technical Aspects 2. Procedural aspects and timeline 3. Q&A

The Meeting is divided into three main parts:

- (1) **site inspection technical aspects** - Brief overview of the UNDP Project, project background, goals, main requirements and scope of requested work, outcomes, and deliverables, expected timeframe, duration, and location of the work, which staff is requested, other tasks related to implementation of the construction works.
- (2) **procedural aspects** - Explaining timelines of bid submission, Quantum system, clarification deadline, technical and financial proposal submission form, other procedural and tendering process issues.
- (3) **Q&A.**

1. Site Inspection

1.1. The meeting commenced at the scheduled time with Mr. Zurab Surmava from Ltd. Maragi and Mr. Levan Khunjua from Global Service present for the site inspection visit and the UNDP project analyst together with the civil engineer greeted the representatives of both companies.

1.2. Aleksandre Khunjua provided a background information on the project and explained that intended works aim to enhance access to state services for PwDs and other disadvantaged groups by adapting the infrastructure of the SCA. The initiative recognizes the fundamental importance of inclusivity within the key service-provided institutions. The project's pivotal objective is to bridge the accessibility gap, creating an environment where individuals with disabilities can have an equal access to their services and rights.

1.3. An overview of the State Care Agency building and its relevant areas for construction work, particularly the locations for installing vertical lift and adapting lavatories for Persons with Disabilities (PwDs), was provided. Details regarding the building structure, access points, and any specific considerations were shown and discussed. Both representatives of the respective companies were taken on a walkthrough of the areas earmarked for construction work, including the sites for vertical lift installations and the lavatory modifications for PwDs. Detailed examination of the space, dimension, existing infrastructure and any planned construction works were discussed.

1.4. Giorgi Dolidze explained that the agency's building was constructed in the past century with interior spaces lacking adequate PwD infrastructure. The assessment revealed a need for installing automatic doors at the entrance, clear signage indicating accessible routes, tactile ground surface indicators, and proper lightning. The space for lavatory was shown and discussed. The lavatory must include the following considerations: adequate clear floor space for maneuverability for wheelchair users, appropriate heights for sinks and mirrors, grab bars for support and stability, accessible signage and visual contrast for users with visual impairments, easily accessible controls for faucets and amenities, non-slip flooring and ease of access without obstacles.

1.5. UNDP representatives highlighted that potential contractor submitting quotations for the State Care Agency infrastructure works, are required to complete all phases of construction works within a specified period of 100 days from the commencement of the contract.

1.6. Aleksandre pointed out that the necessary permissions to proceed with the construction works have been obtained from Tbilisi City Hall. An engineer pointed at the wall that is required to be demolished at the entrance of the building. For that purpose, a permission on demolishing the wall was obtained from Levan Samkharauli Forensic Bureau.

1.7. Giorgi Dolidze explained that contractors are expected to provide detailed workplans for each phase of work and quality assurance certificates must be presented as well. Furthermore, quotations should include comprehensive information on the warranty periods (36 months warranty certificates) for the vertical platform lifts, ensuring the durability and reliability of the installed infrastructure. The design, delivery and installation time for the vertical lifts should be completed within 100 calendar days. Civil engineer also added that will be a special allocated space for children as per UNDP project design and vinyl floor will be installed on that space.

1.8. Giorgi Dolidze showed to the contractor where the vertical lift should be installed to overcome 10 steps.

2. Procedural Aspects

2.1. Aleksandre Khunjua reminded the bidder that his company should register in Quantum system and upload their quotation via Quantum. Quantum registration Guide is also provided as well as webinar for suppliers.

2.2. Deadline for bids submission is 20 March 2024 time indicated in the system. If the deadline changes, it will be posted in the system and the bidders will be notified through the system.

2.3. Timely submission of the bids is hereby strongly emphasized as this is a formal process, and the system will not accept any late bids. Bidders are recommended not to wait until the final deadline and reserve the time to

review/check uploaded files, make sure compliance to the requirements and after that make final submission. Bids sent via other methods will not be considered.

2.4. Message functionality of the Quantum for further clarifications explained. Noting that clarifications can be submitted until 17 March 2023, 3 (three) days prior to the final deadline of the tender. The pre-bid conference minutes covering the content of the session, clarifications corresponding to questions raised, and site visit minutes will be uploaded in the system, and also sent directly to the attendees.

3. Queries Raised by Bidders and Answers

At the end of this presentation, there were some questions from the representatives of both companies and these were clarified as below:

N°	Questions/Clarifications asked for	Answer/Clarification given as
1	Global Service representative: What is the area of the floor that needs to be demolished?	UNDP civil engineer: The area of the floor of the agency's reception is around 210 sq. meters.
2	Global Service representative: Where shall we remove the materials left during or after the construction?	Giorgi Dolidze explained that existing materials to be removed shall be properly collected and segregated in a designated area which in the construction site which is behind the court building. Materials removed during the demolition process and are deemed reusable shall return to the Agency administration. The remaining materials, which are useless, shall be properly disposed of to a designated landfill.
3	Global Service representative: Do we leave heat exchangers (radiators) or they will be replaced?	UNDP civil engineer: Heat exchangers will remain the same, we will not change them
4	Global Service representative: As we commence our work, the place will be isolated only for the workers?	SCA representative explained: There will be no barriers for you in conducting construction works, our employees will be relocated to a second floor of the building, the entrance of the building remains at your disposal.

4. Final remarks and closing, the meeting was completed at 11:40 pm.

11-Mar-2024