Support to mother and child and critical care services in Duhok Province (phase 2)
Construction of new surgical department in Amedy Baby Friendly Hospital (MD2/CW1)
Clarification meeting and site visit minutes
11/11/2019 – 10 am

1 – CLARIFICATION MEETING

Venue: Meeting Room, AISPO’s office, Room 10, First Floor, Duhok Directorate General of Health, Duhok, Kurdistan Region, Iraq.
Date and Time: 11/11/2019 - 10.15 am

Present:

Marco Croce (AISPO Administrator), Stefano De Pretto (AISPO surveyor), Ahmad Abdulbaqi (AISPO Logistician), Martina Gianola (AISPO Junior Administrator), Eng. Mohammed Ibrahim (Head of Engineering Department), Eng. Kovan Jameel (DOH Electrical Engineer), Eng. Nawzad Mohammed Saleem (Mechanical Engineer), Arch. Amal Abdulaziz Joma (Architect), Dr. Mohammed Ahmed (Amedy Baby Friendly Hospital Director)

Eng. Salam (Zodem Company), Diyar Muhsin (Ronhel), Dikraz Salih (Tereen), Bahzad Kh. Badir (Duban Company), Raad Goran (Mejhar Company), Walid Saris (Galala), Avan Othman (4stin construction), Jawad Mustafa (Zida), Ibrahim Ismail (Salar), Ashti Sulaiman (Pewan), Sadiq Issa (Arz), Hakar Nafea (Kesta), Zaahy M. Quasim (Balwez), Omar Ramadan (Peshkaft)

Minutes of the meeting:

AISPO administrator introduced the tender and the project “Support to mother and child and critical care services in Duhok Province (phase 2)”, financed by the MADAD Trust Fund of the European Union.

He outlined the following issues:

- **Tender documentation**: All the documentation should be filled and submitted correctly. For any doubt, an e-mail can be sent to the email address madad2.aispo@gmail.com. The preparation of the documentation will presumably take 2 weeks of time, therefore AISPO advises to start on time.
- The tender can be downloaded from AISPO’s website and the DoH’s website. In case of any problem with the download, it is highly recommended to contact AISPO.
- **Deadlines**: The tender’s deadline is January 8th 2020 4pm. Any offer received after January 8th 2020 4pm will not be accepted.

The tender opening session will be held on January 9th 2020. According to AISPO’s standard procedures, the envelopes are opened in a public session and each company’s economical offer announced.
Main points regarding the civil works tender:

- **Construction place, budget and timing:** The construction works are to be carried out in Amedy Baby Friendly Hospital and expect to be concluded within 270 days (9 months).
- **The maximum ceiling** may not exceed 650,000.00 Euro. All offers higher than Euro 650,000.00 will automatically be excluded from the tender.
- **Checklist:** in order to facilitate the process for companies, a checklist was attached to the tender dossier. It reminds which documents should be attached to the tender.
- **Evaluation grids:** the tender contains the two evaluation grids, an administrative and a technical one. The tender will be evaluated according to these grids.
- **NOTE** If some tender documents are not included in the tender, this will cause the rejection of the tender. Other documents can be submitted within 3 days from AISPO’s notification. The administrative grid provides more details regarding this procedure. Regardless, AISPO recommends attaching all required documents from the beginning.
- All documents shall be in English or with translation.
- **Tender selection criteria:** AISPO requires:
  - that the tenderer has completed at least one construction project of complex health facilities with a budget amount of equal or over 400,000.00 € during the past 3 years from the submission deadline
  - the average annual turnover of the tenderer in the past 3 years must be at least EUR 600,000
  - the tenderers must have sufficient credit and other financial facilities to cover the required cash flow for the duration of the contract. A bank statement testifying that the amount of credit available is at least the equivalent of EUR 200,000.00 should prove this.
  - three professional figures need to be involved in the project: civil engineer, plant engineer, electrical engineer with at least 5 years of experience, also a technician with equivalent skills is considered eligible.
  - Offers will only be evaluated from companies that fulfil all selection criteria.

- **Award criteria:** For this tender AISPO decided to evaluate offers based on two criteria: 20% evaluation on the tender’s quality; 80% evaluation on the Financial Proposal.

- Quality is proven through the evaluation of 45 technical sheets, and for some elements of the breakdown of the lump sum, the Company needs to show clearly identified models and brands of items required in the technical sheet.

- **NOTE:** Please do not attach a catalogue, but specify the model. If 12 or more technical sheets are considered “not provided”, tender will not be evaluated. AISPO suggests to pay particular attention to that.

- If one or more technical sheets are missing, or if the technical sheets do not match criteria listed in the Lump-sum Price of Civil works, Electrical Plants and Mechanical Plants, the awarding of the contract will be dependent on AISPO’s acceptance of new compliant technical sheets without any change in the item price originally proposed in the Lump-sum Price of Civil works, Electrical Plants and Mechanical Plants. If the company fails to provide the compliant technical sheets according to this clause, the contract will be awarded to the company that scored the second highest overall evaluation.
- **Work chronogram**: If the evaluation committee does not consider the submitted chronogram as satisfactory, the award of the contract will be dependent on AISPO’s acceptance of a revised chronogram.

- **NOTE**: The evaluation committee reserves itself the possibility of requesting explanations from the companies, if one or more prices in the Lump-sum Price of Civil works, Electrical Plants and Mechanical Plants are not considered consistent with market values. If the explanation given by the company is not considered satisfactory, the evaluation committee can decide to exclude the tenderer from any further evaluation.

- **Payment and currency**:  
  - All payments are issued in Italy. AISPO’s HQ will transfer the exact amount of the instalment. The company affords bank charges that the company’s banks and intermediary banks apply to the transaction. Usually the bank charges 1%, but it depends on the bank. When making the offer, the company should take this into consideration.

- AISPO deals in € EUR. It is also possible to transfer money into a USD account, but exchange rates aren’t usually convenient. Therefore, AISPO suggests companies to open a EUR account.

- **Unit price list**:  
  The prices of the Unit Price List are not considered in the tender award. Regardless, costs of possible additional works arising during construction will be calculated based on the Unit Price List.

- **Performance guarantee and advanced payments**:  
  AISPO requires a performance guarantee covering 5% of the amount of the contract price, issued by a primary bank in form of stamped check or equivalent financial instrument. The performance guarantee will be released when the Final Acceptance Certificate is issued.  
  Regarding AISPO payment: 90% of the payment will be paid in 4 instalments, while the last 10% one month after the civil works ending.  
  If needed, AISPO can provide an advanced payment in order to start the works. This payment will be subtracted from the instalment payment as soon as the civil works reach the value of the advanced payment.

**Consortium** for those who are planning to participate as a consortium or by subcontracting, AISPO stresses that, as specified in the tender dossier, there are some forms to be filled by all members of the consortium.

The AISPO Administrator repeats that further questions regarding the tenders can be submitted to the previously mentioned AISPO mail. AISPO shall provide all answers within maximum one week.

**The meeting ends at 10.50 am.**
2 – Site Visit Meeting

Venue: Amedy baby friendly Hospital, Amedy, Kurdistan Region, Iraq.
Date and Time: 11/11/2019 – 2:00 pm

The following companies were present at the site visit: Galala, Peshkaft, Zawdam, Duban, Pewan, Mijhar, Ronhel, 4stin.

During the visit, the AISPO team, in collaboration with the DoH Engineering Department and the Director of Amedy Baby Friendly Hospital, outlined the following points:

A) Construction Area and Flows
The boundaries of the building site were discussed and defined with Dr. Mohammed Ahmed, Director of the hospital.

The area of the external construction site will be limited as much as possible only to the works foreseen by the project, trying to guarantee the necessary transits to allow hospital activities as much as possible. The area of the hospital is accessible by two driveways with direct access from the main road.

As shown in the image above and in the project table SWM00 (Site Work Management) the two accesses have been divided into "ACCESS for STAFF, PATIENTS and AMBULANCES" (red arrow) and "EXCLUSIVE ACCESS for CONSTRUCTION VEHICLES and WORKERS" (blue arrow).

The access indicated with RED ARROW will be mainly, if not only, used by patients, ambulances and hospital staff.

The access indicated with BLUE ARROW will be for the exclusive use of the company for the transit of vehicles and workers who will have at their disposal the work area marked with hatching. Within this area, only company workers will be allowed. Any TEMPORARY NECESSITY OF TRANSIT by hospital staff shall be agreed with the site manager and the company.

The pedestrian area on the rear part of the building, about 1.50 meters wide, shall be accessible by the hospital staff to reach the radiology department and the staff accommodation.
B) GENERAL STORE - STRUCTURAL REINFORCEMENT OF EXISTING BUILDING

As outlined in item ESB001 of the breakdown of the lump sum (see below) BEFORE THE DEMOLITION of the existing building (surgical dep.) it is FUNDAMENTAL to proceed to the structural reinforcement of the existing building currently used as a general store.

The intervention must be as indicated in the breakdown of the lump sum entry and in the structural scheme drawn by the engineer in the related project table.

| ESR001 | Existing structure reinforcement | Reinforcement of the walls corner and corner door of the existing - general store building (reinforcement to be realized before excavations). Dismantling of existing door, re-shape of that and re-installation at the end of the work. Reinforcement with steel double close frame (2 x H-section - h=240 mm) put in place on the door contour, connected to the walls and concrete structures (lintel and foundation). Including any other steel profile and steel rebar to complete the corner wall reinforcement. Steel profile material S235JR comply EN10027-1 perfect welded, according to the drawings schemes and the disposition of the work direction, including galvanizer treatment and/or rust-proof two-handed and two hand of the enamel paint, color indicated by works direction. (total steel weight estimated: 1200 kg) | unit | 1 |

C) NEW RECOVERY ROOM

Before the demolition of the wall as indicated in the project, a structural investigation must be carried out to verify how the slab of the first floor was carried out. In the event of an unclear and/or unsafe outcome, the company shall proceed, BEFORE DEMOLITION, as indicated in item ESR002 of the Breakdown of the Lump sum and in the structural scheme drawn up by the engineer at the reference project table.

| ESR002 | Existing structure reinforcement | Reinforcement of the slab the existing building (recovery room) before the wall demolition. Reinforcement with steel profile (2 x H-section - h=240 mm) put in place in the actual wall position. Including any other steel profile and steel rebar to complete the cslab reinforcement. Steel profile material S235JR comply EN10027-1 perfect welded, according to the drawings schemes and the disposition of the work direction, including galvanizer treatment and/or rust-proof two-handed and two hand of the enamel paint, color indicated by works direction. (total steel weight estimated: 350 kg) | unit | 1 |
D) FOUNDATION DIGGING DEPTH

The depth of the foundation excavation for pillars and first slab, currently indicated at 2.00 m, may vary depending on the type of soil encountered after demolition. In the case of an adequate bearing capacity of the ground and therefore of a minor excavation, the engineer will develop new technical drawings.

The foundation excavation must be carried out very carefully and as indicated in the section of the S00 project table, therefore the excavation shall be sloped and not vertical, to guarantee the support of the existing buildings.

E) WORKING SITE FENCING

The site must be enclosed to prevent access by unauthorized persons. The company will be directly responsible for any accidents involving persons not involved in the work.
Reinforcement of the walls corner and corner door of the existing building to be realized before excavations. Steel double close frame (H-section - h=240 mm)

2 x Close frame HE 240 B

M12 8.8 bolts + 20 mm plate

2 x Close frame HE 240 B

MADAD / AISPO / DUHOK DGOH - KURDISTAN REGION - IRAQ

AMEDY NEW SURGICAL DEPARTMENT

SCALE: 1:100/1:50
DRAFT: 01
DATE: 2019-11-17
DESIGNER: eng.Lorenzo Buratti

S ad1

STRUCTURAL DESIGN
Wall corner reinforcement
Reinforcement of the slab the existing building (recovery room) before the wall demolition. Reinforcement with steel profile (2 x H-section - h=240 mm). TBV

2 x IPE 240

To be demolished