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CLARIFICATIONS # 1

Contract name.: Procurement of Contract for the Construction of Household Efficiency Retrofits (HER) Reference No.: 2020/015 Date: 05 November 2019											
No.	Question	Answer									
1.	<p>1. Key Personnel : For Lot 1. Prishtina; Lot 2. Peja-Gjakova; Lot 3. Gjlane-Ferizaj; Lot 4. Prizren</p> <table><tr><th>Nr.</th><th>Key Personnel</th><th>Number</th></tr><tr><td>1</td><td>Site Engineer</td><td>5</td></tr><tr><td>3</td><td>Health and Safety Manager</td><td>1</td></tr></table> <p>Question 1A: This mean 5 site Engineer for and 1 health and safety manager for all 4 lots or just for 1 lot</p> <p>Question 1 B: Since the reward is only one LOT, can the same key personnel be used for For Lot 1. Prishtina; Lot 2. Peja-Gjakova; Lot 3. Gjlane-Ferizaj; Lot 4. Prizren, For Lot 5. North Mitrovica For Lot 6. South Mitrovica</p> <p>Question 1C: Regarding the key personnel apart from a Statement on the availability, what documents should be provided such as diplomas, work references, CV, etc., and should they be notarized</p>	Nr.	Key Personnel	Number	1	Site Engineer	5	3	Health and Safety Manager	1	<p>Answer 1A: Requested Key personnel is presented per each individual lot.</p> <p>Answer 1B; Same key personnel can be used for different lots as the bidder can be awarded with only one lot.</p> <p>Answer 1C: For Key Personnel, Bidders should include a Statement on the availability of Key personnel, clearly stating positions and available key personnel. For each proposed person, the statement shall include personal details (first name, last name), gender, qualifications and experience. Statement can</p>
Nr.	Key Personnel	Number									
1	Site Engineer	5									
3	Health and Safety Manager	1									

	<p>Question 1 D: Can we get the project if that existing?</p>	<p>be in free format (no template predefined) signed and stamped by the Bidder.</p> <p>Answer 1D: Question is not clear. However all work requirements are provided in the RFQ document.</p>
2.	<p>Question 2A: The point 8.2 of the bidder qualifications: the minimum turnover in construction by 3,000,000 is requested for all LOT 1-4 together or for each LOT.</p> <p>For example if we want to submit our quotation for Lot 1 and 3 shall we have minimum turnover of 6,000,000 or 3,000,000. This query is also for request 8.4, and for request no. 9 (Personnel)</p> <p>Question 2B. The sub points of the request number 8.4 are applicable for request 8.3 LOT 1-4 or just for LOT 5-6.</p>	<p>Answer 2A: If a Bidder submits Bids for multiple lots, the qualification review will NOT include assessment of the Bidder's capacity to meet the aggregate qualification requirements, since the bidder can be awarded with only one lot.</p> <p>Answer 2B: The requirements under point 8.4 are applicable for all LOTs.</p>
3.	<p>Question 3A: Should all the documentation submitted in English be certified/verified by a certified translator?</p> <p>*Since the deadline for submission is quite short, and due to the pandemic circumstances, the translation companies / certified translators need more time to translate all the documents because they are working with shortened staff. Therefore, is it allowed to submit the documents translated by our company staff and not verified by a certified translator?</p> <p>Question 3B: "at least 5 contracts each with a value of at least{€5.000} or 1 contract with a value of at least[€25.000]"</p> <p>Is it allowed to submit two contracts with different values, if their sum equals/exceeds the total of 25.000€?</p>	<p>Answer 3A: The bids shall be prepared in English, and English shall govern contractual relations between the MFK and the contractor.</p> <p>Answer 3B: Qualification review shall be conducted to determine if the Bidder satisfies the qualification requirements as described RFQ. The determination shall be based upon and examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder.</p>

4.	Will the questions and answers be sent to all registered companies ?	Yes, and will be published in MFK website: https://millenniumkosovo.org/procurement
5.	Question about the health and safety manager at work, must he/she be an engineer in a certain field or is he/she a simple worker with this certificate	Worker with the Certificate.
6.	When bidding as a consortium, should the leading firm necessarily be the one with the largest bank turnover?	It is not required.
7.	Bidders interested in submitting bids should register their interest by sending a completed registration, with the reference and subject of the RFQ to the Procurement manager at procurement@millenniumkosovo.org , giving full contact details of the bidder. Please can you explain to us at this point, if we should send an e-mail before submitting the dossier to the above e-mail to express our interest in this dossier or what this paragraph means?	Bidders interested in submitting bids should register their interest by sending a completed registration, with the reference and subject of the RFQ to the Procurement manager at procurement@millenniumkosovo.org , giving full contact details of the bidder. Those contact information is needed to communicate notices, amendments or clarifications to the interested suppliers.
8.	As this meeting has been RECORDED, is it possible for us to have the option of downloading this online meeting in any link that you can send to us, all the potential bidders?	We will publish all presentations and minutes of the pre bid conference and may be obtained by interested bidders through the following website: https://millenniumkosovo.org/procurement
9.	Is it possible for contracts e.g. of thermal insulation ones to be as positions of a larger tender, or should it be a special contract? Because within a contract we have positions that cover the requirements for thermal insulation, windows, etc.	Qualification review shall be conducted to determine if the Bidder satisfies the qualification requirements as described RFQ. The determination shall be based upon and examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder.
10	Greetings, do all documents have to be translated into English e.g. Are references of works performed accepted in the Albanian language	The bids shall be prepared in English, and English shall govern contractual relations between the MFK and the contractor.
11.	Regarding the references, can we submit e.g. a contract worth 3 mil. euro which would include your requirements?	Qualification review shall be conducted to determine if the Bidder satisfies the qualification

		requirements as described RFQ. The determination shall be based upon and examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder.
12.	Should all contracts, staff CVs be in English	The bids shall be prepared in English, and English shall govern contractual relations between the MFK and the contractor.
13.	Regarding the staff, should only CVs and Diplomas be submitted or are contracts or pre-contracts also required?!	For Key Personnel, Bidders should include a Statement on the availability of Key personnel, clearly stating positions and available key personnel. For each proposed person, the statement shall include personal details (first name, last name), gender, qualifications and experience. Statement can be in free format (no template predefined) signed and stamped by the Bidder.
14.	Since a company is awarded only 1 lot, can the same staff be used in 3 lots	Yes, the same staff can be used in more than one lot, since only one lot will be awarded to one company.
15.	Bid security is not required, right?	Bid security is not required.
16.	In the tender, there is no bank support, bid security and machinery, does this mean that they are not required?	Yes your understanding is correct.
17.	Should the EO fill in the forms/tables for: 1. Annex C- Self Certification Form 2. Annex A - Additional Provisions Paragraph G.- Compliance with Terrorist Financing Legislation and Other Restrictions	These provisions must be downloaded and attached to the Contract prior to signature only from proposed awardees.

18.	In terms of turnover, should it be proved by auditor's report, or the bank certificate is sufficient	Each Bidder or member of a JV/Association making up a Bidder must fill in this form "Form EXP-1: Construction Turnover" as provided in the RFQ document.
19.	<p>In the Request for Quotation we could not find anything about Bid security, access or availability of, financial resources such as liquid assets, unencumbered real assets, lines of credits, and other financial means</p> <p>- And we neither could not find the list of Equipment needed for this project.</p> <p>Please let us know if these are required in this project.</p>	Not required.