



**MILLENNIUM  
FOUNDATION  
KOSOVO**

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**PRE-QUOTATION MINUTES FOR THE**

**Procurement of**

**CONTRACT FOR THE CONSTRUCTION OF HOUSEHOLD  
EFFICIENCY RETROFITS (HER)**

**(RFQ / 2020/No. 015)**

**Monday, November 02, 2020, 2:00 pm**, through Zoom Meeting

Zoom Meeting Link: <https://us02web.zoom.us/j/83220336388>

**MFK Representative**

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Petrit Selimi - Chief Executive Officer of MFK

Burim Hashani – Energy Director of MFK

Anila Statovci Demaj - Director of Administration and Finance of MFK

Arton Çitaku – Procurement Manager of MFK

Drita Desku – Energy Specialist of MFK

Nora Cimili – Energy Efficiency Specialist of MFK

Merolind Osmanaj – Procurement Consultant of MFK

Kastriot Orana – Executive Secretary of MFK

Violeta Rexha Krasniqi - Gender and Social Inclusion Specialist of MFK

**MCC Representative**

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Sarah Olmstead - MCC Country Director for Kosovo

David McGill – MCC Associate Director (Energy)

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## **Implementing Consultant for Pilot Incentives for Energy Efficiency**

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Marijan Hohnjec - HER IP leader

Marko Kosir – Team Leader

Implementing Consultant - The Consortium - GFA Consulting Group GmbH (Lead) in association with HPC AG Representatives

## **Quality Control Supervising Consultant for PEE IMPLEMENTATION**

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The Consortium – Alb-Architect L.L.C. in Association with LDK Consultants Engineers and Planners S.A Representatives

## **Prospective Bidders' Representatives Attendance Register**

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Dije Idrizi  
Luljeta Elezi  
Visar Kelmendi  
Albert Kola  
Gazmend Murati  
Astrit Desku  
Lulezim Syla  
NNP Proart  
Shpend Kelmendi  
Blerina Kadolli  
Geotar Besimi  
Luljeta Hoxha-Osmani  
Iilir Hetemi  
Tome Rodiqi  
Arsim Bytyqi  
Erdina Gashi  
Genc Besimi  
Hajriz Beqiri  
Defrim Morina  
Besmir Krapu  
Indir Jashari  
Kreshnik Beqiri  
Dragana Zivkovic  
Donjeta Ademaj  
Edon Muharremi  
Arsim Deda  
Wapcos  
Safet Fazliu  
Defrim Morina  
Hurkal Pinar  
Pe-vla-ku  
Rifat Lutolli

## **Introduction**

Chief Executive Officer of MFK Petrit Selimi welcomed the participants to the pre-quotation meeting. After self-introduction and brief introduction of MFK projects, the CEO welcomed the participants and briefly stated the objective of the meeting. He then gave the word to Sarah Olmstead, MFK Country Director, who spoke about the importance of the program.

## **The Purpose, Scope and Context of the Meeting**

The Purpose of the meeting was to explain and provide clarifications on the RFQ requirements as well as technical issues with respect to the RFQ document for the **Contract for the Construction of Household Efficiency Retrofits (HER)**.

The procurement Manager Arton Çitaku gave an overview on the procurement part of the project and explained the procedures of application as per power point presentation attached to this minute.

**GFA** expert Marijan Hohnjec, Household Efficiency Retrofit leader gave a presentation on the overall project as per power point presentation attached to this minute.

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After the presentation Petrit Selimi opened the 30-minute discussion through zoom chat.

Arton Citaku requested that all participants should submit all their questions through chat which were recorded, and the answering will be done on written form by November 5, 2020.

The MFK Energy Director Burim Hashani gave the final remarks and thanked all the participants for their interest to work on the project and wished them success on their bidding.

Meeting ended on 03:55pm.

Annex 1 – Agenda of the meeting

## **Annex 1 – Agenda of the meeting**

### **Agenda**

Monday, November 02, 14:00 (Kosovo Time)

Place: Through Zoom Meeting

Zoom Meeting Link: <https://us02web.zoom.us/j/83220336388>

<b>Time</b>	<b>Activity</b>	<b>Who</b>
<b>14h00 – 14h20</b>	<ul style="list-style-type: none"><li>• Registration</li></ul>	<ul style="list-style-type: none"><li>• MFK Procurement Team</li></ul>
<b>14h20 – 14h30</b>	<ul style="list-style-type: none"><li>• Welcome Remarks</li></ul>	<ul style="list-style-type: none"><li>• Petrit Seimi (MFK Chief Executive Officer)</li><li>• Sarah Olmstead or David McGill, MCC Representatives</li></ul>
<b>14h30 – 15h00</b>	<ul style="list-style-type: none"><li>• Purpose of the Pre-Quotation Meeting and Overview of the Bid Document</li></ul>	<ul style="list-style-type: none"><li>• Arton Çitaku (MFK Procurement Manager)</li></ul>
<b>15h00 – 15h50</b>	<ul style="list-style-type: none"><li>• Household Efficiency Retrofit (HER) QI pre-bid conference</li><li>• Questions</li></ul>	<ul style="list-style-type: none"><li>• HER IP leader: Marijan Hohnjec (Implementing Consultant - The Consortium - GFA Consulting Group GmbH (Lead) in association with HPC AG)</li></ul>
<b>15h50 – 16h00</b>	<ul style="list-style-type: none"><li>• Closing Remarks</li></ul>	<ul style="list-style-type: none"><li>• Burim Hashani (Energy Director MFK)</li></ul>