



MILLENNIUM FOUNDATION KOSOVO

**PRE-QUOTATION MINUTES FOR THE
PROCUREMENT OF
CONTRACT FOR THE CONSTRUCTION OF APARTMENT BUILDING EFFICIENCY
RETROFITS (AER) – Prishtina
(RFQ / 2022/No. 005)**

Thursday, February 10, 14:00

Place: Through Zoom Meeting

Zoom Meeting Link: <https://us02web.zoom.us/j/86718366791>

MFK Representative

Petrit Selimi - Chief Executive Officer of MFK
Arton Çitaku – Procurement Manager of MFK
Drita Desku – Energy Specialist of MFK
Nora Cimili Gagica – Energy Efficiency Specialist of MFK
Merolind Osmanaj – Procurement Consultant of MFK

MCC Representative

Caitlin L. Reichart - MCC Deputy Resident Threshold Director for Kosovo
Shqipe Neziri – MCC

Implementing Consultant for Pilot Incentives for Energy Efficiency

Mimoza Dugolli , AER IP Coordinator , (Implementing Consultant - The consortium - GFA in association with HPC AG)

Prospective Bidders' Representatives Attendance Register

ArhikoING
Vizion Project
Ada Consulting Group ACG
Besart Krap
Hysnie Jashari
Kreshnik Shehu
AI Group
Ibrahim Lekaj

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 Caitlin L. Reichart, MFK Country Director, who spoke about the importance of the program.

The Purpose, Scope and Context of the Meeting

Nora Cimili Gatica welcomed the attendees and informed the participants that 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 apartment building efficiency retrofits (AER) –Prishtina**.

GFA expert Mimoza Dugolli - AER IP Coordinator gave a presentation on the overall project as per power point presentation attached to this minute.

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.

After the presentation Arton Çitaku opened the discussion through zoom chat.

Arton Çitaku requested that all participants should submit all their questions through chat which were recorded and in writing by the Dropbox file request link on the RFQ, and the answering will be done on written form by February 13, 2022.

The MFK Procurement Manager Arton Çitaku 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 03:15pm. Annex

1 – Agenda of the meeting

2 – Presentations

Subsidies for Energy
Efficiency in Kosovo

Subvencionet për Eficiencë
të Energjisë në Kosovë

Subvencije za Energetsku
Efikasnost na Kosovu



Apartment Efficiency Retrofit (AER) Contractor pre-bid conference

10 February 2021

AER Coordinator: Dr. Mimoza Dugolli

millenniumkosovo.org/seek





Subsidies for Energy
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Introduction to SEEK

- Subsidies for Energy Efficiency in Kosovo (**SEEK**) is an MCC project, implemented by MFK with GFA/HPC Consortium as Implementing Partner (IC)
- SEEK aims to **reduce electricity consumption for heating** in the residential sector
- The SEEK project consists of three (3) main Intervention Packages (IP):
 - Household Efficiency Retrofits (HER)
 - **Apartment Building Efficiency Retrofits (AER)**
 - Women Energy Entrepreneur (WEE)

AER IP - Grant for EE retrofit

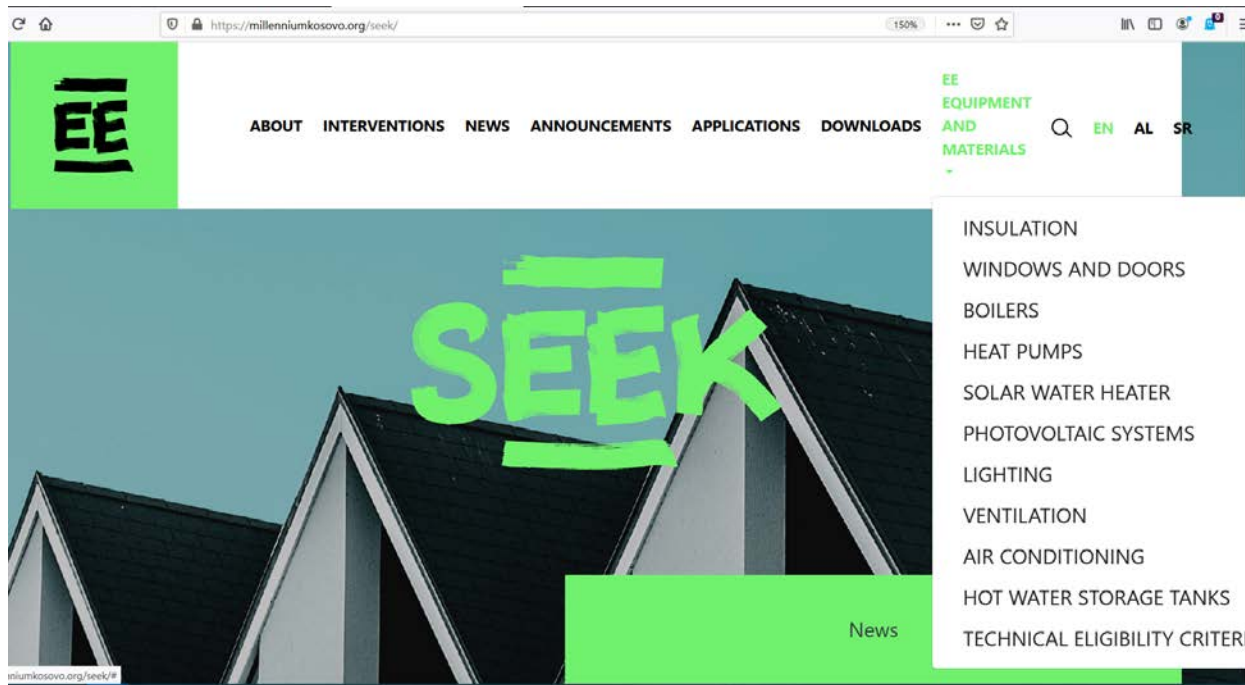
- AER sub-projects: 26 multi-family apartment buildings (MAB) in 6 preselected municipalities
- MFK will provide **grants** (60 to 70%) for financing of construction works **for energy efficiency measures (EEM)**
-
- Municipalities will support with **up to 30%** grant and Apartment Owners/HH will contribute with up to **10%**.
-
- **In Prishtina=> MFK provides a grant of 60%, Municipality of 30% and AOs 10%**
- Apartment Owners in Prishtina will be represented by Public Housing Enterprise (MoU between IC and PHE).

Energy Efficiency Measures (EEM)

- In AER IP, there are three groups of **EEM to be applied with eligible Products/Materials**:
 - **Envelope improvement (first priority!)**
 - i. Thermal insulation of walls, roof, floor to the ground
 - ii. Energy efficient windows and doors
 - iii. Thermal improvement of common areas (sealing, glazing, etc.)
 - **Technical systems improvement**
 - i. Upgrading **lighting** system in common areas
 - **Non-EE measures** - as necessary

Eligible products and materials

- Only eligible Products/Materials (P/M) that fulfil the SEEK defined technical criteria can be used
- List: millenniumkosovo.org/seek/interventions/household-efficiency-retrofits



- List can be amended by contacting SEEK

QC relation with other AER participants

- **MFK**
 - QC are contractually obligated to MFK for all the services and works,
- **IC**
 - Coordinating activities and involved parties,
 - Supervising the QC performance and works (via SC/IC),
 - SC is the Engineer in the Construction site,
 - Approving works and invoices of activities,
 - Administrator of Grant Management Administration IT System (GMAS) which will serve as an support archive for technical documents.

QC relation with other AER participants

- **Municipality**
 - Ensuring permits for Works,
 - Assisting (optional) with the provision of services such as inspection of works, commissioning and tests.
- **PHE**
 - Representing the AO/HH of all MABs
 - Ensures access to the MABs and collaborates with QC
 - May participate in the provisional and final acceptance without objection rights,
 - Eventual complaints addressed to QC only via SC.
- **SC**
 - Monitoring the construction works

QC in AER

- The **Works start date** after:
 - Key staff successfully finishes the training,
 - The Program/Construction Work Plan (CWP), the EHSMP prepared by QC and all materials are approved by SC
 - The construction site is ready and approved by SC,
- **Quality control and reports:** periodic and on-request inspections and tests, monthly and activity progress reports, provisional and final acceptance reports, handover docs, etc. issued by QC and approved by SC.
- **Payments: interim and final**
- Interim payments: on activity milestones via Payment Certificates (PC) and Construction Phase Records (CPR) issued by QC, approved by SC.
- Final payment: approved Final Acceptance Certificate upon the expiry of Liability Defect Period.
- **QC will assist IC, municipality and MFK in preforming their control duties**

QC in AER

- From QC, it is expected:
 - High level of competency, professionalism, qualitative performance for implementing the EEM in Prishtina,
 - Loyalty to the **Work Contract**
 - Compliance with the **EHS and GSI policies** and practices of the AER IP/SEEK
 - Smooth cooperation with AER Participants (IC/SC, MFK/SC, Municipality, PHE) and vice-versa
 - **GMAS** (grant management and administration system) – training and manual to be provided by IC



Subsidies for Energy
Efficiency in Kosovo

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të Energjisë në Kosovë

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Thank you!

- Questions?

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Contract for the Construction of Apartment Building Efficiency Retrofits (AER) – Prishtina

Pre-quotation Meeting

Thursday, February 10, 14:00 (Kosovo Time)

Place: Through Zoom Meeting

Zoom Meeting Link: <https://us02web.zoom.us/j/86718366791>



Agenda



Thursday, February 10, 14:00 (Kosovo Time)

Place: Through Zoom Meeting

Zoom Meeting Link: <https://us02web.zoom.us/j/86718366791>

Time	Activity	Who
14h00 – 14h10	<ul style="list-style-type: none">Registration	<ul style="list-style-type: none">MFK Procurement Team
14h10 – 14h20	<ul style="list-style-type: none">Welcome Remarks	<ul style="list-style-type: none">Petrit Selimi (CEO MFK)Caitlin L. Reichart , MCC Representatives
14h20 – 14h50	<ul style="list-style-type: none">Construction of Apartment Building Efficiency Retrofits (AER) – Prishtina pre-bid conferenceQuestions	<ul style="list-style-type: none">Nora Cimili Gagica – Energy Energy specialist - MFKMimoza Dugolli , AER IP Coordinator , (Implementing Consultant - The consortium - GFA in association with HPC AG)
14h50 – 15h20	<ul style="list-style-type: none">Purpose of the Pre-Quotation Meeting and Overview of the Bid Document	<ul style="list-style-type: none">Arton Çitaku (MFK Procurement Manager)
15h20 – 15h30	<ul style="list-style-type: none">Closing Remarks	<ul style="list-style-type: none">Arton Çitaku (MFK Procurement Manager)



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Purpose of the Pre-Quotation Meeting

- Clarify aspects of RFQ Document
- Answer questions
- Record Minutes of Meeting
- **ATTENDANCE** Register
- **Request for clarification may be sent using File Request Link, no later than 13 February, 2022.**
- **MFK shall respond by end of day 21 February, 2022.**

To request clarification of this Bidding Document only, the File Request Link is:

Please submit your clarifications using this File Request Link:

<https://www.dropbox.com/request/LUrG0XkzAO3JCWfGmk7e>

- **MFK written responses to Queries by February 21, 2022**

Notices

Any clarifications, notices and/or addendums may be obtained by interested eligible bidders through the following website (Eventual clarifications or any changes to the RFQ document shall be published at the latest 3 days before the submission deadline on the link provided below):

<https://millenniumkosovo.org/procurement/procurement-of-contract-for-the-construction-of-apartment-building-efficiency-retrofits-aer-prishtina-2022-005>



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Event	Date
Release of Request for Quotations for Construction	04 February 2022
Bid Submission	28 February 2022
Award of Contract	March 2022
Period for Completion of the Construction Works	for the whole works must be completed within 16 weeks
Targeted Completion Date	July 2022



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Submission Requirement (Submit on time)

- Only electronic quotation **shall** be accepted via the Dropbox link provided in the RFQ



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Introduction to Bidding Procedures

Content of Request for Quotations

- > Request for Quotation
- > Evaluation Criteria, and Qualification Requirements
- > Section 1 – Technical Specifications
- > Section 2 – UNPRICED SCHEDULE OF ACTIVITIES
- > Form of Quotation
- > Form of Contract Agreement
- > Form of Letter of Acceptance
- > Forms of Performance Bank Guarantee
- > Form EXP-1: Construction Turnover
- > Form EXP-2: Specific Construction Experience in Key Activities



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Important Points

- This requirement is open to eligible bidders as defined in the MCC Program Procurement Guidelines
- Any quotations received by the MFK after the deadline for submission of quotations shall be declared late and rejected (dropbox link automatically expires in specified deadline).



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Important Points

- Bidding document consisting of detailed specifications.
- Bidders can bid for one, several or all lots however the maximum number of lots that a single bidder can be awarded is one.
- Documentary evidence of the Bidder's qualifications;
- Bidders must demonstrate it has personnel that meet the requirements



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Important Points

The Quotation shall comprise the following:

- a) Form of Quotation;
- b) Unpriced schedule of Activities
- c) Priced Bill of Quantities (in PDF and Excel format) tallying with quoted price in Form of Quotation
- d) Signed Technical Specifications confirming compliance;
- e) Written confirmation authorizing the signatory of the quotation to commit the Bidder;
- f) Documentary evidence of the Bidder's qualifications (business registration with business details , Experience (Form EXP-2: Specific Construction Experience in Key Activities), Availability of Financial Resources Form EXP-1: Construction Turnover, CVs of Personnel; and
- g) Any other document **required as per RFQ**;



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Bid Requirements

- The quotation validity period shall be ninety (90) days from 28 February, 2022 (deadline for submission of quotations).
- The Bidder shall submit the quotation -signed by an authorized representative- ONLY via the Dropbox link provided in the FFQ, with the name of the uploaded file as follows: " AER Prishtina & Your Company Name – email address ".



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Bid Requirements

Bidders shall submit only one quotation. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be considered further.

Bidders are required to submit the authorization letter for the authorized representative of the bidder signing the quotation, demonstrating that the person signing has been duly authorized to sign.



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Evaluation Criteria Qualifications

- You must have current business registration with business details (Company Registration Certificate).
- The Bidder must have: Minimum construction turnover of € 1,500,000 equivalent to EURO calculated as total certified payments received for contracts in progress or completed, within last three (3) years, (fill the Form EXP-1: Construction Turnover as provided in this document) and



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Evaluation Criteria Qualifications

Participation as contractor, management contractor, or subcontractor within the last 5 years prior to the Bid submission deadline in projects that have been successfully and substantially completed or ongoing projects that have been substantially completed (substantially means the contract is 60% or more completed) in (Fill the Form EXP-2: Specific Construction Experience in Key Activities as provided in this document):

- at least 3 contracts dealing with retrofit construction works in existing buildings, each with a value of at least € 150,000 or one (1) contract with a value of at least € 300.000 in the last 5 years.
- at least 3 contracts dealing with energy efficiency measures implementation in existing buildings, each with a value of at least € 100,000 or one (1) contract with a value of at least € 200,000 in the last 5 years.

Fill the Form EXP-2: Specific Construction Experience in Key Activities.



Evaluation Criteria Qualifications

The bidder must demonstrate it has personnel that meet the following requirements.

Bidder must demonstrate that it has, at the minimum, the key personnel as follows indicating the gender of key personnel with the aim of reaching a 40% female employment target:

Nr.	Key Personnel	Number	Minimum Qualification	Minimum Experience
1	Project manager	1	<ul style="list-style-type: none"> University degree in architecture or civil engineering Working knowledge of local languages and good command of English. 	10 years of experience in construction supervision and site and project management.
2	Site Manager	1	<ul style="list-style-type: none"> University degree in architecture or civil/construction engineering. Good command of English. 	5 years of experience in building construction supervision and implementation of energy efficiency measures.
3	Energy Expert	1	<ul style="list-style-type: none"> University degree in architecture or engineering Building Energy Auditor as to Kosovo national register 	4 years of experience in energy efficiency design and implementation of energy efficiency measures, including experience in energy audits.
4	Architect	1	<ul style="list-style-type: none"> University degree in architecture 	5 years of experience in architectural design and supervision of building construction.
5	Construction /Civil Engineer	1	<ul style="list-style-type: none"> University degree in civil/construction engineering 	5 years of experience in structural design and supervision of building construction.
6	Electrical Engineer	1	<ul style="list-style-type: none"> University degree in electrical engineering 	5 years of experience in design and supervision of building's electrical components construction.
7	Environmental Expert	1	<ul style="list-style-type: none"> University degree in environmental engineering or relevant discipline 	5 years of experience in the implementation of health and safety duties on construction projects and supervision.
8	Health and Safety Expert	1	<ul style="list-style-type: none"> Certificate for passing the professional exam on "Occupational Health and Safety" issued by Ministry of Labor and Social Welfare 	At least 2 years of experience in the implementation of health and safety duties on construction projects and supervision.



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Evaluation Criteria Qualifications

The bidder must demonstrate it has **personnel** that meet the following requirements.

Key Personnel

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.

In the personnel section, the Bidder should specify the gender of all proposed personnel, and it should indicate what percentage of proposed personnel are female. If this figure is less than 40%, the Bidder should indicate what actions it will undertake towards reaching the 40% target.

The MCA Entity retains the right to request and check references for each key personnel listed.

Technical Evaluation Criteria

NOTE: Technical Evaluation Criteria is not mandatory, therefore under these criteria we have not specified a minimum total technical score that is required to pass the technical evaluation.

S/N	Criteria	Criteria Rating	Score
1	Technical Specific Requirements		
1.1	Company Profile and maturity in the market Minimum scoring requirements: Bidder (in a case of a joint venture the bidder means the leader) has been in the market providing similar services for 3 years or more Maximum scoring requirements: Bidder (in a case of a joint venture the bidder mean the leader) has been in the market providing similar services for more than 10 years	From 3 to 5 years - 2 points. From 6 to 9 years - 3 points. More than 10 years – 4 points	Max 4
1.2	Company Experience Participation as the contractor, management contractor, or subcontractor, in at least 1 contract within the last 5 years, each with a value of at least 500,000 €, that have been successfully and substantially completed and that are similar to the proposed Works, in energy efficiency retrofits. The similarity shall be based on the physical size, complexity, methods/technology or other characteristics as described in Section 1. Technical Specifications.	6 points per reference Max. 5 references to be provided using the Form EXP-2.	Max 30
1.3	Experience with international development agencies/donors Participation as the contractor, management contractor, or subcontractor, in at least 1 contract within the last 5 years, each with a value of at least 300,000 €, financed by the international development agencies in Kosovo or Western Balkans, that are similar to the proposed Works in energy efficiency retrofits. The similarity shall be based on the physical size, complexity, methods/technology or other characteristics as described in Section 1. Technical Specifications.	2 points per reference Max. 5 references to be provided using the Form EXP-2.	Max 10
1.4	Experience with retrofit construction works in multi-family apartment buildings Participation as the contractor, dealing with retrofit construction works in multi-family apartment buildings with a value of at least €300.000 in the last 5 years that have been successfully and substantially completed.	6 points per reference Max. 5 references to be provided using the Form EXP-2.	Max 30
1.5	Key Personnel Minimum Scoring requirements: Bidder provides key personnel list fulfilling the requirements as per paragraph no. 9.	For each woman in key personnel positions 2 points of scoring will be granted.	Max 16
1.6	Construction Working Schedule Minimum scoring requirement: Bidder provides initial construction working schedule to identify the duration for each project during the preconstruction and construction phases of the work. The acceptable CWS will show: a) Logic of construction schedule, b) Feasibility of achieving schedule. Fill the Form SECTION 2 – UNPRICED SCHEDULE OF ACTIVITIES	10 - 13 weeks - 10 points 14 - 16 weeks - 2 points	Max 10
Total Points			100

The lowest evaluated Financial Offer (Fm) is given the maximum financial score (Sf) of 100.

The formula for determining the financial scores (Sf) of all other Offers is calculated as following:

$Sf = 100 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the Offer under consideration.

The weights given to the Technical (T) and Financial (P) Offers are:

T = 30, and P = 70

Bids will be ranked according to their combined technical (St) and financial (Sf) scores according to the formula: $S = St \times T\% + Sf \times P\%$

Technical Evaluation Criteria is not mandatory, therefore under these criteria we have not specified a minimum total technical score that is required to pass the technical evaluation.



Award

•Bidders are being invited for individual lots. Bidders can bid for one, several or all lots however the maximum number of lots that a single bidder can be awarded is one.

In the event that they obtain the highest combined scores for more than one lot then bidder will be awarded with contract for lot offering the most favorable to overall solution after taking account of all quotes.

Example:

	<u>LOT 1</u>	<u>LOT 2</u>	<u>LOT 3</u>
<u>Bidder 1</u>	95	95	95
<u>Bidder 2</u>	90	85	80
<u>Bidder 3</u>	80	82	92

Each lot will form a separate contract and the quantities indicated for different lots will be indivisible. The bidder must offer the whole of the quantity or quantities indicated for each lot. Under no circumstances must bidders be considered for part of the quantities required



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Important Points of Contract

Form of Contract Agreement - Work Contract Agreement for the Construction of Apartment Building Efficiency Retrofits (AER) – Prishtina

- **The contract will be governed by the terms and conditions of the attached Form of Contract.**
- **The works shall be completed: within 16 weeks from Start Date**
- **The amount and currency of the Performance Security shall be 10% of the Contract Price.**
- **The Employer will not provide any Advance Payment.**
- **The Contract Agreement terms and conditions are not negotiable and shall be fully accepted by the Bidder.**



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Important Points of Contract

- **Performance Security: 25.** The amount and currency of the Performance Security shall be 10% of the Contract Price.
- **Defects Liability Period: 31.1** The Defects Liability Period is 365 days and begins at Completion. The Defects Liability Period shall commence on the date of provisional acceptance.
- **liquidated damages :** The Contractor shall pay liquidated damages to the Employer for each day that the Completion Date is later than the Intended Completion Date. The liquidated damages for the whole of the Works are set at an amount of 300 EURO per calendar day. The total amount of liquidated damages shall not exceed 10% of the final Contract Price. The Employer may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities



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QUESTIONS ?