



28<sup>th</sup> January 2021

**CT 2000/2021 – Framework Agreement for the Provision of Urgent Works and Services for Mount Carmel Hospital**

**Clarification Note # 1**

To all prospective bidders

Reference is made to the above-captioned tender for which the deadline for submission of offers is **11<sup>th</sup> February 2021 at 10.00 am.**

Please find the Site Visit Minutes, which are construed to form an integral part of the Procurement Document.

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**Minutes of Site Visit held on 21<sup>st</sup> January 2021, 09:00am and Mount Carmel Hospital**

**Main Topics of the Agenda:**

- Overview of Project
- Scope and Objectives of the Procurement Document
- Content of Procurement Document
- Questions from Economic Operators after Site Visit

**1. Introduction**

A Site Visit was held as per date, time and venue address referred to above.

The Project Manager and the Architect in Charge opened the meeting by giving a brief overview of the project and informed those present that the aim of this meeting is to go through the tendering process with reference to the procurement as per CT reference in caption. The Project Manager proceeded to highlight the scope and objectives of this procurement and referred to applicable documentation, including drawings, which are available for download through the ePPS.

**2. Clarification of Administrative and Technical Details**

The Project Manager described the tendering process and what is expected by the potential bidders. In addition, the Architect in Charge went over the main points of the Procurement Document. The

work shall be carried out block – by – block, with the least possible sound nuisance. The work may be carried out on the ground floor, first floor, second floor or third. However, only Block 3 has more than two floors. Furthermore, the Economic Operators shall take all necessary precautions when working on the ground floor as there is an underlying basement.

### **3. Site Visit / Presentation**

The meeting point started at the Reception Area, in which a brief description of what the work entails was explained by both the Architect in Charge and the Project Manager. The site visit continued towards Block 2, Mount Carmel Hospital, in order to show a clear example of what the work entails.

### **4. Questions from Economic Operators**

The Contracting Authority invited the Economic Operators present for the meeting to put forward any questions deemed necessary.

a) During the meeting, not necessarily at the end of the session, the Economic Operators asked a number of questions as follows:

1. The length identified in the BOQ is the total length of the beam or the clear span from wall to wall?

The length identified in the BOQ is the clear span (wall to wall dimension). The Economic Operator must consider also the supporting length of each beam on each supporting side.

2. What level of finish is expected from ‘making good’?

The beams need to be finished with 2 coatings of red oxide, one undercoat and two enamel paint coats (as specified in the BoQs). The beams, padstones as well as the repair of concrete spalling, need to be plastered and finished in paint of similar colour. In the case of concrete spalling, an area of 3x3m shall be considered, in order not to provide a ‘*patch work*’ aesthetic.

The pointing between the top flange of the steel beam and the ceiling must be carried out.

Any of the work shall provide a finished product that looks aesthetically pleasing.

The Economic Operator shall clean the site regularly and hand over the area clean. Mount Carmel Hospital deserves the right to withhold the payment and the 60 day period will commence when the area has been cleaned.

3. Can the size of the padstone vary?

Yes, the size of the pad stones can vary from the sizes identified in the BOQ. However, any changes to the dimensions must be discussed with and approved by the Architect in Charge. Any changes without the approval of the Architect in Charge, the Economic Operator must carry out again the work without any extra costs.

4. When should the payment be carried out? At the end of each job or once the tender document is exhausted?

The job shall be carried out one block at a time. Once the work within the specific Block is completed and to the satisfaction of the Architect in Charge, the Economic Operator shall send an Invoice, which along with the certificate of the Architect in Charge, will proceed to the Accounts Department. The payment can be made within a 60-day period from the issuance of the Invoice as per Clause 43.1. At Mount Carmel Hospital, we try to retain a 30 day period, however this duration cannot be guaranteed. No retention money will be deducted, as per Clause 45.1.

5. What are the General works identified at the end of the BOQ refer to?

During the course of works, other potential Temporary support structures might be required and therefore this Section will provide the linear metre rate for the beams required.

6. Will a bank guarantee be required?

*As per Clause 13.5: The performance guarantee shall be in the format given in Volume 1 – Section 3 of the tender dossier and may be provided in the form of a bank guarantee. It shall be issued by a bank in accordance with the eligibility criteria applicable for the award of the contract.*

7. What documents shall be submitted prior to the commencement of work?

Once the Tender is awarded and all documents requested by the Contracting Authority are submitted, an introductory site visit will be held between the Project Manager, Architect in Charge, Economic Operator and H&S Officer. Through this meeting the duration of the works will be specified and a Job order will be sent through email. For each Block the Economic Operator shall provide within ONE week:

- Risk Assessment
- Method Statement
- List of machinery
- certificate of Equipment and/or machinery
- certificate of operator
- number of persons/workers on site

Further documentation required are:

- Daily Job Sheet
- Weekly H&S Report

Consequently, the Contracting Authority reminded the Economic Operators that if further clarifications are deemed necessary, questions are to be submitted in writing, respecting the pre-established timeframes as indicated in the Timetable in the relevant article of the 'Instructions to Tenderers' section of the Procurement Document. In addition, Economic Operators were advised that Clarifications may only be submitted through Government's e-Procurement Platform (ePPS),

hosted on [www.etenders.gov.mt](http://www.etenders.gov.mt). Clarifications received by other means will not be taken into consideration.

The Contracting Authority thanked the Economic Operators for attending the Site Visit and concluded the session accordingly.

**The meeting finished at 10.30am.**

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All other tender documents, conditions and requirements, which are not superseded by this clarification remain in place.

*Jacqueline Gili (signed)*  
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Director General (Contracts)