



<b>Location:</b>	ESERA Procurement Office followed by site visit
<b>Date and time:</b>	17 <sup>th</sup> July 2020, 10:00 AM
<b>Purpose:</b>	Compulsory scoping meeting

Item No.	Item description
1.	<p><b><u>AGENDA</u></b></p> <ol style="list-style-type: none"> <li>1. Welcome Remarks</li> <li>2. Background information</li> <li>3. Technical information on the tender</li> <li>4. Site visit</li> <li>5. Close of meeting</li> </ol>
a)	<p><b><u>Item 1: Welcome Remarks</u></b></p> <ol style="list-style-type: none"> <li>a) Welcome remarks made by ESERA</li> </ol>
b)	<p><b><u>Item 2: Background information</u></b></p> <ol style="list-style-type: none"> <li>a) Information on ESERA was shared with bidders                             <ol style="list-style-type: none"> <li>i. ESERA structure                                     <ul style="list-style-type: none"> <li>➤ Legal</li> <li>➤ Regulation</li> <li>➤ Finance and administration</li> <li>➤ CEO’s office</li> </ul> </li> </ol> </li> </ol>

Item No.	Item description
	<p>ii. Proposed approach to the construction</p> <ul style="list-style-type: none"> <li>➤ Design and costing of project</li> <li>➤ Sourcing of finance for the project</li> </ul>
<p>c)</p>	<p><b><u>Item 3: Technical information on the tender</u></b></p> <ul style="list-style-type: none"> <li>a) Important dates to note are in the datasheet of the tender document. Architect’s impression of the building to be presented on <b>21<sup>st</sup> August 2020</b>, and closing date for the tender is <b>14<sup>th</sup> August 2020</b>. Submissions to be accompanied by a flash drive in a sealed envelope containing a soft copy of the architect’s impression.</li> <li>b) Professional engineering services required by ESERA on the project are electrical, mechanical, quantity surveying, structural, architectural &amp; project management.</li> <li>c) Prospective bidders were requested to include an <b>environmental consultant</b>.</li> <li>d) Due to the limited number of limited building services engineers, disciplines other than architects may appear in multiple bids. The architect will be the main point of contact with ESERA and will also act as a project manager.</li> <li>e) The financial proposal should reflect the professional fees of all disciplines and these fees will be fixed and firm for the duration of the project.</li> <li>f) There will also be some offices intended for rental purposes and details are as follows: <ul style="list-style-type: none"> <li>➤ 12 offices</li> <li>➤ 1 x boardroom</li> <li>➤ 1 x meeting room</li> <li>➤ Parking</li> </ul> </li> <li>g) Bidders were encouraged to check the ESERA website under tenders as all information pertaining to this tender will be posted there.</li> </ul>
<p>d)</p>	<p><b><u>Item 4: Site visit</u></b></p> <ul style="list-style-type: none"> <li>a) Bidder’s were shown the site at Zulwini and they were promised that the coordinates would be shared later on ESERA website under tenders.</li> </ul>

Item No.	Item description
	<p><b><u>Item 5: Closing</u></b></p> <ul style="list-style-type: none"> <li>a) It was agreed that the timelines in the tender remain as they are in the document.</li> <li>b) Architect’s presentation will be on the 21<sup>st</sup> August 2020 after the closing date on the 14<sup>th</sup> August 2020. Submissions should have the architect’s impression of the proposed building in a flash drive in a sealed envelope.</li> </ul>

CONFIDENTIAL