

## Minutes of the Pre-Bidding Meeting

### Request for Proposal OMIK/RFP/01/2018

#### Rental of Premises for OSCE Mission in Kosovo - HQ Prishtinë/Pristina

**Date:** Monday, 26 February 2018

**Time:** 15:10-16:20

**Venue:** Hotel Afa, Prishtinë/Pristina

Present from OSCE Mission in Kosovo:

Mr. Darko Stojmenovski, Chief of Procurement and Contracting Unit, Secretariat  
Ms. Olga Jukova, Acting Chief of Finance and Administration  
Ms. Alexandra Bartsiokas, Deputy/ Head of Legal Department,  
Ms. Elaine Sabourin, Contacts/Procurement Officer  
Ms. Teuta Xhakija, National Procurement Officer  
Ms. Arieta Hyseni-Fishekxhiu, Procurement Assistant  
Mr. Flori Ademaj, Deputy Chief of Security Department  
Mr. Agron Celina, Acting Chief of ICT  
Mr. Artan Bajraktari, BMS Assistant

The meeting was attended by 22 participants from 14 Companies:

1. QAZIM GASHI, B.I.
2. TED AF SHPK
3. ROYAL R SHPK
4. GEKOS SHPK
5. NARTEL DESIGN
6. EEK CAPITAL PARTENERS GROUP LLC
7. ARMAKOS LLC
8. ARENA SHPK.
9. MELODIA SHPK.
10. BESIM ELSHANI
11. DUKAGJIN HOXHA
12. NARER NOKA
13. PROTERM
14. DELTA- M MENTAR XHAFERI

#### **Opening Remarks and Introduction**

The meeting was opened by the Chief of Procurement and Contracting Unit from the OSCE Secretariat, Mr. Darko Stojmenovski, who thanked all the participants for coming to the meeting, introduced the OSCE staff present and explained the purpose, format and timing of the meeting. The Chief of Procurement and Contracting proceeded to go through the bidding documents, highlighting the most important parts and dates concerning the Request for Proposal. The participants were reminded that the tender process is ongoing and that the pre-bidding conference is not a mandatory meeting, meaning that, offers can be submitted by others who were not present at the conference as well. The importance of the double envelope system was also mentioned; that the technical and financial offers are to be submitted into two different envelopes. The technical offer will be evaluated prior to the financial one and the financial offers

will not be opened and evaluated until the technical evaluation is complete. The OSCE has a very strict policy that prices must not be mentioned in the technical offer; otherwise the bid will be not accepted.

Participants were briefed about the OSCE's structure, the Mission in Kosovo's mandate. The seriousness and the importance of the contract which the OSCE intends to enter into with the successful bidder were emphasized and that the OSCE aims to have the best value for money. It was also mentioned that the OSCE is not an investor who wants to build a building or perform major reconstructions/investments; we want only to pay the price of rent and utilities costs.

There are two options: an offer that includes the cost of the utilities, or an offer excluding utilities. Both options are acceptable, but it has to be stipulated which costs are included and which are excluded. If utilities are not included, then separate meters (electric energy and water) are needed in order to have full control over consumption. In the evaluation process this will be taken into account and in case the utilities costs are not included in the rent, we would estimate the consumption and possible costs to compare this type of offer to the ones that do incorporate the utilities cost.

## **Questions and Answers session**

### **Question No. 1:**

Regarding the layout of the offices you are looking for, is it a mandatory to have divided offices or we can offer open floor solutions? What are you looking for exactly?

#### **Answer:**

In the Mandatory Technical Requirements there are very specific requirements. The number of spaces and workstations, the structure must be as mentioned in technical specifications, or as close as possible. By the 25<sup>th</sup> of April the building doesn't necessarily have to be completely built. The building may still be under construction, and we are happy to receive proposals of design with the proposed layouts and ideas for the completed building. Two or three proposals with different layouts may be also submitted. We know that in Prishtinë/Pristina we might not have many offers because the space must meet the requirements in square meters, so approximately 4600m<sup>2</sup>.

### **Question No. 2:**

Since you have also foreseen the possibility of accepting buildings under construction, how much time you will need from the moment of signing the contract until the completion of the building?

#### **Answer:**

As you can see from the tender document, we would like to move in January 2019. So, for example, if by the 25<sup>th</sup> of April proposals are received and the tender submission period is closed, within one to three months from then the winning proposal will be selected. Thus there will be adequate time to complete the works before the move-in date. Bidders are cautioned to be careful when they draw the projects, keeping in mind that the projects need to be very specific. We want high quality offices.

### **Question No. 3:**

How you will treat and evaluate different locations vs central locations? Will you evaluate the buildings under permit and buildings build under grey area?

#### **Answer:**

We have mentioned that the location site should be within 5 km radius from city centre. However, we are an organization with a diplomatic profile having a lot of meetings with government officials, civil society, and other institutions around town and for very practical reasons we need to have easy access to all of the key locations in Prishtinë/Pristina. We, also, have a high volume of visitors from all public partners, diplomats and international organizations. We are looking for a location that is practical for this kind of work and would reflect our representative status. However, we need to emphasize that we need a property and building that are legally clean, meaning free of unsettled payments, and with no outstanding court claims.

**Question No. 4:**

There is a big difference in Prishtinë/Pristina on proper building permit and a grey area after the war. Will you accept those as well?

**Answer:**

OSCE policy is to accept only proper documents. If there are any grey areas or unknown territory, we encourage you to submit your proposals and then we could look at the specifics and get back to you in writing. So there is no clear 'NO' or 'YES' answer. We understand the difficulty, but what is listed you have to submit.<sup>1</sup>

**Question No. 5:**

Will you be evaluating this type of buildings built after the war (so called grey area)? The process of legalization is still on going. The buildings are not legalized yet; they do have true ownership, but were built without a building permit.

**Answer:**

The OSCE requires legally documented buildings. Offices need to be safe, built according to the prevailing standards. The OSCE needs to make sure that our staff/employees are protected. For example, a fire escape is a must; also, we must have an area accessible to the fire brigade. All these things should be considered in the offer that you will prepare.

**Question No. 6:**

If the building is still under construction and there are no divided rooms, walls etc. How much time we can have to complete our work and make it functional?

**Answer:**

We will evaluate your project proposals on paper and conduct a due diligence of your projects. This lease for us is a very strategic move so there is always space for some negotiations but it will be done only with the winning proposal. We may allow 6 to 8 months to complete construction work, for example, if it is a great offer and a good building that meets our requirements.

**Question No. 7:**

Can you please explain what do you mean by printing room?

**Answer:**

The OSCE needs a space for one printing room which will be used for large print outs and a space for printers. So we need one server room, one printing room, and in the corridors a space for 3 large printers that are used for group printing by 20-30 people for each printer, so we need a common area/corridor for printers.

**Question No. 8**

Can you tell us if the size of 4600m2 includes the garage as well?

**Answer:** 4600m2 includes the storage room, but the garage is separate, not included in the total.

**Question No. 9**

Can you please tell us more about the termination part, for example, if we take this project and we invest and after one year you decide to terminate the contract, this doesn't give us any security for this project. Is there any guarantee?

**Answer:**

That is true, OSCE's field Missions are of temporary nature and we can't guarantee a lease for a longer period. That is why we are urging you to prepare a good detailed project that could be used for others as

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<sup>1</sup> Refer to the third point in Section C: Legal Requirements of the RFP: "Other permits issued by the municipality (e.g. building permit, use permit)."

well. Although we are not in a position to make you any guarantee, we can say that most of our offices in the Balkans have been here since the beginning of the nineties and are still operational.

### **Briefing from Deputy Chief of Security Department**

Mr. Flori Ademaj briefed the participants about the main security requirements. He stressed the importance of seismic certificates for the buildings proposed, the area to be accessible to the fire brigade department, emergency evacuation stairs, emergency doors on each floor, a solid wall between allocated spaces, and a perimeter fence or iron grills on all windows of the ground and first floor.

### **Briefing from Acting Chief of ICT Department**

Mr. Agron Celina briefed the participants about the main ICT requirements. He emphasized the ICT technical aspects, such as the building must have PTK landline cables of supporting a minimum of 2 ISDN telephone lines, the building must have fiber optic cable for Internet Service Providers, GSM signal, a server room, and a closed-off, lockable cabinet room on every floor.

### **Briefing from BSM Assistant**

Mr. Artan Bajraktari briefed the participants about the main building requirements for 4600m<sup>2</sup> net space. It can be up to 10% less, but not more than that, including internal fittings as well. In general, we require a space for 270 people. The main needs for our premises are as stated in the technical bidding documents.

### **Final Remarks**

After the Q&A session was completed, the Chief of Procurement and Contracting Unit, Mr. Darko Stojmenovski, mentioned the upcoming steps of the process. The anticipated lease agreement will be for 5 years, with the possibility for extension. It was noted that the OSCE is a very reliable customer because we honor our contractual obligations and always pay our bills on time. The OSCE is looking for a serious company with EU standards, but at the same time we are not looking for something extravagant. The OSCE is seeking a clean building with clear legal documents and a fair price.

Ms. Olga Jukova Acting Chief of Finance and Administration for the OSCE Mission in Kosovo thanked all the participants and reminded the potential bidders that if they have other questions they can write to the OMIK Procurement email address. Potential bidders are kindly asked to refrain from any phone calls or requests for personal meetings. All questions will be answered in writing and an official clarification will be issued, which will be shared with all potential bidders.

### **Closing Remarks**

The Chief of Procurement and Contracting Unit, Mr. Darko Stojmenovski, closed the meeting by thanking the participants for joining the meeting and by stating that the OSCE is looking forward to a partnership with the successful bidder.