

**MINISTERU
GHALL-AFFARIJJIET BARRANIN**



**MINISTRY
FOR FOREIGN AFFAIRS**

Taqsimat tax-Xiri
Direttorat Servizzi Korporattivi

**REPUBLIC
OF
MALTA**

Procurement Unit
Corporate Services Directorate

Call for Quotes: QMFA 017/2014

Minutes of the Site Visit held on Thursday 3rd April, 2014 at 10:00hrs, Ministry for Foreign Affairs

In attendance

The site visit was attended by Mr V. Cassar, Assistant Director (Financial Management) and Mr M. A. Bezzina, both on behalf of the Procurement Unit, MFA; and Mr N. Polidano on behalf of the Director Works and Services, Manufacturing and Services Directorate, MRRA. Interested bidders were also in attendance. Mr S. Darmanin on behalf of the Project Management and Coordinating Unit, MFA attended the last part of the meeting.

Proceedings

Mr Cassar introduced the Site Visit and read out Sections A (Technical Specifications) and B (Offer) of the Published Call for Quotes QMFA 017/2014.

Mr Cassar explained that the scaffolding structure will be carried out in four phases with the structure being erected and dismantled each time. The size of each section is approximately as explained in the technical specifications, and it was emphasised that the contractor has to factor in the inclined road level.

It was also clarified that the estimated time frame for the works (i.e. the four phases) is 12 weeks with a possibility to extend it for a further period of 10 weeks. Therefore the envisaged maximum total time frame is 22 weeks.

The importance that the structure will be in full compliance with local regulations and policies regarding Occupational Health and Safety was highlighted, and that the scaffolding structure is to be certified by a competent Engineer. Access doors of Palazzo Parisio are to be left fully accessible to staff and for the general public at all times and safe from potential hazards.

The successful bidder must seek all necessary relevant permits and clearances from the Valletta Local Council and other authorities in connection with the works. Any charges/expenses incurred must be borne by the contractor unless otherwise included in the offer.

Mr Polidano explained that the scaffolding will be erected in relation to works which will be carried out on the building's external windows and balconies. During this period, the '*purtelli*' and '*kontra porti*' need to remain accessible and operational. The contractor should cover the scaffolding with debris netting. It was once again re-iterated that the general public will need to have safe access to the street level below the scaffolding. A fin is to be mounted at the edges to prevent any tools, debris or other objects falling on people walking underneath the scaffolding structure.

Interested bidders asked a question regarding the anchorage of the scaffolding with the façade. Given that the scaffolding shall be 17 metres in height, whether the drilling of holes (where necessary) of a diameter not bigger than 5/8ths of an inch would be permissible, and if positive, what material is being suggested to restore the said holes. Such restoration shall be carried out by the selected bidder. The Ministry is seeking the advice on the matter and a clarification note will be issued.

Thursday, 3rd April, 2014