



MINUTES OF THE COMPULSORY SITE VISIT/PRE-BID MEETING FOR TENDER NO. DOMESTIC/ZIMSTAT/CB/05/2024 FOR PROVISION OF THE CONSTRUCTION SERVICES FOR THE REFURBISHMENT OF ATHOL HOUSE BUILDING

CLIENT	:ZIMBABWE NATIONAL STATISTICS AGENCY
ARCHITECTS	: STUDIO 5 ARCHITECTS
QUANTITY SURVEYOR	: MAS QS
CIVIL & STRUCTURAL ENGINEERS	: S.G. MUSONI ENGINEERS
ELECTRICAL & MECHANICAL ENGINEERS	: VANGUARD ENGINEERING SERVICES
CONTRACTOR	: TBA
DATE OF COMMENCEMENT	: TBA
DATE OF COMPLETION	: TBA
CONTRACT SUM	: TBA
AMOUNT CERTIFIED	: TBA
VARIATIONS	: TBA
OUTSTANDING CLAIMS	: TBA

DATE: 28th of March 2024

TIME: 1000 Hours

VENUE: Stand No. 40626 Bodle Ave. Eastlea,
Harare, Zimbabwe



Representatives Present:

No.	Name	Company	E-mail	Telephone
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8	Benjamin Dindikwa	Gerim South Construction	projects@gszimbabwe.co.zw	0773361553
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21	Artwell Tamayi	Burchan Contractors	burchanland@gmail.com	0774117583
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26	Tafadzwa Charamba	Chituriro Builders	chiturirobuiders@gmaial.com	0787394918
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29	Delight Makuwe	E & Sons Contracting	eandsons@mail.com sales@eands.co.zw	0779164739 0773015709
30	Guylord Muredzo	Reputable Investments (Pvt) Ltd	reputableinvestments21@gmail.com	0775846302 0773015709
31	Junior Mbondiah	WRR Master Specialist and civil	tenders@masterspecialists.co.zw	0778070387



OPENING AND WELCOME

- *The chairman welcomed all present to the compulsory site visit/pre-bid conference for Procurement Reference **DOMESTIC/ZIMSTAT/CB/05/2024***

HIGHLIGHTS

Mr Madondo gave a brief background of the tender as follows:

- *The service provider shall be able to provide construction services for the refurbishment of Athol house building*
- *Bidders were advised that the purpose of the conference is to provide bidders with any clarifications regarding any aspect of the tender as well as to familiarise with the site and property in question*
- *Further, all present were given the chance to ask questions with regards to the tender in question*
- *Bidders were advised to complete the attendance register and certificate of attendance whereas the certificate must be attached to the bid upon submission.*
- *Accordingly, minutes were captured by the Agency's Consultant namely, Studio 5 Architects (See Attached Annexure A)*

ANNEXURE A

REFURBISHMENT OF ATHOL HOUSE BUILDING		STUDIO 5 architects
COMPULSORY SITE VISIT/PRE BID MEETING		<i>STUDIO 5 ARCHITECTS</i>
<i>Item</i>	<i>Discussions and Resolutions</i>	<i>Action</i>
1.	PROJECT INFORMATION	
1.1.	Pre-tender site familiarisation visit: 28 March 2024, 10:00hrs Tender document available for download online on the Client's website	All
2.	INTRODUCTION	
2.1.	The project leader (Architect), welcomed all present.	All
2.2.	the meeting was a mandatory site familiarization tour for the tender process	All
2.3.	All attendees were to sign the attendance register, When submitting their respective tender documents, the representative of the tenderer submitting the document must present their national ID, valid passport, or similar acceptable government issued identification document.	Tenderers
2.4.	All queries during the tender process would only be entertained before the prescribed deadline. Queries from tenderers were to be directed to the Client, with all responses also being communicated through the Client.	Tenderers
2.5.	All tenderers were to be issued with architectural drawings and BoQ.	Tenderers
2.6.	All attendees were welcome to field any questions and comments to the consultants during the site visit.	Tenderers



3.	SITE FAMILIARISATION	
3.1.	<i>The extent of the site was indicated</i>	Tenderers
3.2.	<i>A walk-around, led by the consultants, of all levels of the building was done, from the ground floor up to the roof level, while relevant issues highlighted</i>	Tenderers
4.	<i>SCOPE OF WORK HIGHLIGHTS</i>	
4.1.	A summary of the project under tender is: Sitework, landscape and boundary walls as per design Construction of an entrance comprising of a new entrance canopy, and Renovation to create a reception area. Renovation of all interior spaces. Cleaning the exterior and new finishes as per drawings and BoQ	Tenderers
5.	<i>ARCHITECT</i>	
5.1.	All windows were to be replaced.	Tenderers
5.2.	All floor, wall, and ceiling finishes were to be stripped and replaced.	Tenderers
5.3.	All infill panels were to be replaced.	Tenderers
5.4.	All exposed stairs were to be fitted with screens.	Tenderers
5.5.	All new sanitary fittings will be installed.	Tenderers
5.6.	Any exceptions as per drawings and BoQs.	Tenderers
6.	CIVIL STRUCTURAL ENGINEER	
6.1.	<i>Building is structural concrete frame with brick infill, no work or amendments are to be done to the structural concrete, except were specifically indicated or instructed by any of the design consultants.</i>	Tenderers

6.2.	<i>Reputable and capable sub-contractors, with relevant experience to be engaged for piling foundation work. The piling subcontractor intended to be engaged by the Tenderer, to be indicated in the tender submission document. List of reputable piling foundation sub-contractors with sufficient experience to be advised by Structural Engineer during queries window period</i>	Tenderers
6.3.	The full-bore outlet positions on the flat roof draining to down-pipes in the columns are to be retained; however, a new waterproofing system for the roof is to be installed.	Tenderers
7.	Electrical Engineer	
7.1.	<i>First fix work such as sleeves would be kept and made good where necessary, with new second fix for all items.</i>	Tenderers
8.	AOB	
8.1.	All attendees met at the front of the front entrance of the building at the conclusion of the walk-around.	All
8.2.	Important information regarding tender dates, processes, queries and tender submission announced at the start of the meeting was reiterated.	All
8.3.	Tenderers requested to know the payment terms from the Client to the appointed Contractor for the work being tendered, when the project is being carried out. Client will respond during the window period for queries.	Client
8.4.	The Client instructed tenderers to attach proof of payment in their bid security attachment in their tender submissions.	Tenderers
8.5.	Tenderers requested the Client to confirm the accuracy of the tender information for the project, posted on the Client's website	Client
8.6.	All tender information is available on the Client's website. Any queries from the tenderers regarding the project and the tender to be through the Client. Similarly, communication from consultants to tenderers to be through Client.	All



9.	CLOSING	
9.1.	The meeting finished at 12:00hrs.	All

DISTRIBUTION LIST:

ZIMBABWE NATIONAL STATISTICS AGENCY (ZIMSTAT)

STUDIO 5 ARCHITECTS

MAS QS

S.G. MUSONI ENGINEERS

VANGUARD ENGINEERING SERVICES

TENDERERS

COMPILED:

Studio 5 Architects: Daniel Munthali

Date 28/03/2024

APPROVED:

Studio 5 Architects: Brighton Madondo (Pr. Arch, ACZ)

Date 28/03/2024