MINUTES OF THE COMPULSORY SITE VISIT/PRE-BID MEETING FOR TENDER NO. DOMESTIC/ZIMSTAT/CB/30/2023 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: 14th December 2023

TIME: 1100 Hours

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

Representatives Present:

No.	Name	Company	E-mail	Telephone
1.	S. Chara	Zimstat	charas@zimstat.co.zw	0774161914
2.	A.R. Mutandwa	Zimstat	mtanrodney@gmail.com	0786553424
3.	B. Madondo	Studio 5 Arch.	bhnmadondo@gmail.com	0783934290
4.	D. Munthali	Studio 5 Arch.	danielmunthali@hotmail.com	0780916231
5.	T. Gondo	Studio 5 Arch.	gondotich@gmail.com	0775314080
6.	Mafukidze	MAS QS	masqspartnership@gmail.com	0773405752 / 0772248826
7.	V. Moyo	S.G.MUSONI Engineers	moyovusa98@gmail.com	0779744762
8.	S. Kunaka	Vanguard Engineering	makiwe@gmail.com	0774161252
9.	N. Sibanda	Roadworx Construction	nokusibbie@gmail.com	0789732486
10.	W. Chirunga	Lard Engineering	lardengineering@gmail.com	0774001045
11	J. Jiri	Queliaz	johnjiri@gmail.com	0773247329
12	C. Manesa	Martcosy Construction	info@martcosyconstruction.co.zw	0779023063
13	S. Chaparadza	Globeny Construction	shamchaparadza@gmail.com	0776358493
14	Z. Mapfumo	Rashping Construction	tendaichapfunya@gmail.com	0773681918
15	G. Chingama	Brenport Holding	info@enerstgabriel.co.zw	0714359173
16	M. Tazvivinga	Shomet Construction	shomet.eng@gmail.com mazengejethro@gmail.com	0773992913
17	F. Muzambi	Stielcon Construction	fmuzambi@gmail.com	0772940075
18	M. Mchina	Technoexpert Construction	qs@techno.co.zw	0782096116
19	T. Mkundi	Scotia Shopfitters t/a Friedrick Sage	salesmarketing@fsage.co.zw	0772651141
20	L. Mushambi	Scotia Shopfitters t/a Friedrick Sage	sales@fsage.co.zw	0783724578
21	S. Dhlakama	BSCC Building & Civil Contractors	bsccmixers@gmail.com	0786843053
22	A. Bvakura	Destiny Movers Construction	destinymovers1@gmail.com	0774526182
23	N. Aliki	The Gap	info@thegapcompany.co.zw	0779638335
24	A. Muchena	Mount Sinai	internam@gmail.com	0784908055
25	A. Masona	Mount Sinai	internam@gmail.com	0784908055
26	O. Shava	Smartworks	oshava@smartworks.co.zw	0718153338

No.	Name	Company	E-mail	Telephone
27	R. Gamba	Guanawa Infrastructure	guanamainfo@gmail.com	0783583344
28	J. Chimungu	Gullifford Contractors	gullifford.contractors@gmail.com	0782436599
29	A. Kwendah	Guide Construction	infoguideconstruction@gmail.com	0774576412
30	G. Chihota	B & S Mckeken Contractors	sales@b&smckeken.co.zw	0791715997
31	F. Rubaya	Raptor Zone International	raptorzoneinternational@gmail.com	0772645283
32.	P. Chitsike	Capitol Insurance	chitsike@capitol.co.zw	0771566013
33.	A. Mhaka	Diamond Alliance	diamondallianceinvestments@gmail.com	0775202258

OPENING AND WELCOME

- *The chairman welcomed all present to the compulsory site visit/pre-bid conference for Procurement Reference* ***DOMESTIC/ZIMSTAT/CB/30/2023***

HIGHLIGHTS

Ms Chara 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 familirise 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 Ageny's Consultant namely, Studio 5 Architects*

REFURBISHMENT OF ATHOL HOUSE BUILDING	STUDIO 5 architects
COMPULSORY SITE VISIT/PRE BID MEETING	*STUDIO 5 ARCHITECTS*

Item	***Discussions and Resolutions***	***Action***
1.	***PROJECT INFORMATION***	
1.1.	Pre tender site familiarisation visit: 14th December 2023, 1100 hrs Deadline for queries: 8th January 2024, 1600 hrs E-mail address for queries: pmu@zimstat.co.zw Tender submission deadline: 11th January 2024, 1000 hrs Tender closing location: ZIMSTAT Head Office, 20th Floor Kaguvi Building, Cnr St Muzenda st/Ahmed Ben Bella ave Harare, Zimbabwe 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. All tenderers (one representative per organisation) were to fill out two site attendance certificates: one to be submitted to the client during the site visit, and the other, they were to retain and submit along with their tender submission. Failure to include a site attendance certificate with the tender documents would equate to not attending the mandatory site familiarisation meeting. 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 accommodated 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.	It was confirmed that the tenderers were issued project drawings, and it was stressed that the project under tender was only for phase 1 of the project, and should be the only information considered from any information issued by the consultants.	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.	The extent of the site was indicated	Tenderers
3.2.	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 were being highlighted.	Tenderers
4.	**SCOPE OF WORK HIGHLIGHTS**	
4.1.	A summary of the project under tender is: Site-work, landscape and boundary walls as per design. Construction of an entrance comprising of a new entrance canopy, and a double volume reception area. Renovation of all interior spaces. Construction of screens on parts of the external facades.	Tenderers
5.	**ARCHITECT**	
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 interior 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
6.	**CIVIL STRUCTURAL ENGINEER**	
6.1.	Building is structural concrete frame with brick infill, no work or amendments are to be done to the structural concrete, expect were specifically indicated or instructed by the design consultants.	Tenderers
6.2.	Reputable and capable sub-contractors, to be engaged for piling foundation work. The piling subcontractor intended to be engaged by the Tenderer, is to be indicated by the tenderer in their tender submission document.	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.	First fix work such as sleeves would be kept and made good where necessary, with new second fix for all items.	Tenderers
8.	**AOB**	
8.1.	All attendees met at the front of the main 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 were reiterated.	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 15/12/2023*

APPROVED:

Studio 5 Architects: *Brighton Madondo (Pr. Arch, ACZ)* *Date 15/12/2023*