

**site visit Minutes**

**Minutes of the site visit by prospective bidders in the tender for the supply, delivery, installation and commissioning of generators and stabilizers at various premises operated by the EUMM Georgia**

Publication reference: EuropeAid/138207/DH/SUP/GE

Contract Nº: EUMM-16-4553

Date: 14 July 2016

Time and place:

## 11:00 hours at the EUMM Head Office in Tbilisi (Georgia);

## 13:00 hours at the EUMM Field Office in Mtskheta (Georgia).

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An optional site visit under the tender referred to above was held in order to enable potential bidders to better understand the requirements of the tender dossier and to get themselves acquainted with the type and complexity of the installation works therein outlined.

This site visit was conducted by the following EUMM officials:

* Jeffrey Randall (Facilities Management Officer);
* Giorgi Natsvlishvili (GSS Assistant);
* Giorgi Tarashvili (Facilities Management Assistant);
* Levan Dvali (Generator Mechanic);

**EUMM**

**European Union Monitoring Mission**

Krtsanisi Residential Area

49 Krtsanisi Street

Tbilisi, Georgia

P.O. Box No. 69

0102 Tbilisi 2, Georgia

Tel: + 995 (8) 32243719

Fax: + 995 (8) 32243718

[www.eumm.eu](http://www.eumm.eu/)

* Joan Manuel Puig Vall (Procurement Officer).

Representatives from 6 companies attended the site visit and raised several questions which are recorded below together with their corresponding answers.

It should be noted that these minutes do not necessarily reproduce the answers that were orally given to the questions asked during the site visit, but the answers that should have been given to those questions.



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| **Questions raised in connection with the installation works to be performed at the EUMM headquarters in Tbilisi** |

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| **Nº** | **Question** | **Answer** |
| 1a | Should the existing generators remain in place or they should be removed to another location? If relocation is required, who is responsible for moving the generators? The contractor or the EUMM? | All remain apart from an old 250 kVA AKSA generator which must be *taken by the Contractor* from Krtsansis to Varkatili (8km), as per the Tender document. |

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| **Nº** | **Question** | **Answer** |
| 2a | Who shall be responsible for the foundation works? The contractor or the EUMM? | EUMM |

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| **Nº** | **Question** | **Answer** |
| 3a | Is a power distribution board already available? Or it should be supplied by the contractor? | Already supplied by EUMM |

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| **Nº** | **Question** | **Answer** |
| 4a | In which cases the backup generator should get activated? Only when both the main power and the primary generator fail? | On failure of the primary “city” power and the failure of the main 500 kVA Generator/Stabilizer. |

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| **Nº** | **Question** | **Answer** |
| 5a | Is the incoming power for the EUMM headquarters being supplied through one single line/cable or through multiple lines/cables? | One single consumption measuring meter & cable from the Telasi transformer to the main Generator/Stabiliser (500 kVA) to be positions next to the Transformer, with three cables coming from this Generator/Stabilizer to the main HQ building and the Warehouse area. |

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| **Nº** | **Question** | **Answer** |
| 6a | Are automatic switchover panels needed for each and every generator? | Yes |



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| **Nº** | **Question** | **Answer** |
| 7a | Do the existing power lines/cables have enough capacity to carry the load produced by the generators for which this tender is being made? Or these power lines/cables must be replaced by the contractor? | Yes. Power cables for locations outside of Tbilisi only must be provided by the Contractor - length for each location outside Tbilisi (3) is 50 meters. |

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| **Nº** | **Question** | **Answer** |
| 8a | Where the stabilizers are expected to be installed? Can they all be placed within the GSS building[[1]](#footnote-1)? | Each location (3) outside Tbilisi the generators must be installed next to the existing generators. For Tbilisi the location behind the main HQ building for the 250 kVA Generator and the main 500 kVA Generator/Stabilizer must be positioned next to the Telasi Transformer. Existing cables from this Transformer will be used. |

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| **Nº** | **Question** | **Answer** |
| 9a | How many power meters are currently being used at the EUMM headquarters and what is the coefficient of such power meters? | Main HQ building has one meter, Coefficient \*80: A second meter is for the communications/Security systems at the main building with Coefficient of \*20 and a third meter to the GSS/Warehouse area with a Coefficient of \*30 - but this last meter will not affect any installations. Telasi will provide one meter & cable to replace the existing 3 meters (see schematic drawings attached herewith as Appendix A). |



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| **Nº** | **Question** | **Answer** |
| 10a | Can the EUMM provide a diagram showing how the wiring configuration is expected to look like? | Schematic drawings showing the location of Changeover Panels, main Distribution Board, Generators and Stabilizers for the HQ area are attached herewith as Appendix A. |

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| **Questions raised in connection with the installation works to be performed at the EUMM field offices in Mtskheta, Gori and Zugdidi** |

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| **Nº** | **Question** | **Answer** |
| 1b | Who shall be responsible for the foundation works? The contractor or the EUMM? | EUMM |

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| **Nº** | **Question** | **Answer** |
| 2b | The generator transfer systems (switchover panels) must be manual, automatic or a combination of both? | Automatic with manual override only. |

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| **Nº** | **Question** | **Answer** |
| 3b | In case of power outage, will the generators to be installed at the 3 EUMM field offices be used as primary power source or as backup power source? | The tendered generators (80 kVA) for each location outside Tbilisi will be the main generators, with the existing old units as backup. |

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| **Nº** | **Question** | **Answer** |
| 4b | How many meters of cable are needed at each EUMM field office to get the generators up and running? Should these cables be supplied by the contractor or they will be made available by the EUMM? | 50 meters for each location (3) outside Tbilisi: Supplied by the Contractor. |



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| **Nº** | **Question** | **Answer** |
| 5b | Where the switchover panels and the stabilizers are expected be installed? Inside or outside the EUMM premises? In case they should be installed inside the EUMM premises, are there any ventilation problems that tenderers should be aware of? If so, who should be responsible for addressing such ventilation problems? The contractor or the EUMM? | Inside for all Stabilizers accept the main HQ 500 kVA Stabilizer which will be sheltered outside, next to the Telasi Transformer. Ventilation will be dealt with by the EUMM as well as any shelters, groundworks and fencing. |

The site visit ended at 14:30 hours (local time in Georgia).

**EUMM**

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1. The GSS (General Support Services) building is located within the boundaries of the EUMM compound, approximately 200 meters away from the area where the new generators shall be accommodated. [↑](#footnote-ref-1)