

## Site Visit Minutes

HCR/IRQ/COE/2024/RFP/018

### Provision of Construction of 18 Classroom School in Kani Goma Neighborhood in Sulaymaniyah Governorate, Iraq

Site Visit was organized on 11/06/2024 at 12:00 HRS at the Kani Goma School Location, the companies participated in the site visit and duly signed the attendance sheet.

On the UNHCR side, the Site visit was attended by:

No.	Staff name	Title
1	Luay Ghassan Alalousi	Shelter Associate
2	Sandy Jelo	Senior Supply Assistant
3	Kamaran Ali	Field Associate

#### I. Site Visit Agenda:

- 1- Provide a brief overview of the Project, Scope of Work, required materials, and Timeline.
- 2- Site inspection and assessment.
- 3- Review of Documentation including the BoQ and Technical Drawings.
- 4- Responding to the queries from the participating companies/suppliers/contractors/firms etc.

#### II. Site Visit Summary:

The suppliers were provided an opportunity to conduct an inspection and assessment of the school's location. During this inspection, all technical aspects of the project were explained by UNHCR Technical team to provide bidders with a comprehensive understanding of the project's Scope of Work. The provided information will assist the bidders in assessing and considering the affected factors when pricing their bids.

After the project briefing, a significant number of inquiries were raised by the bidders, which were thoroughly addressed by UNHCR Engineer.

The following clarifications were requested and responded during the Q&A session.

**III. Questions and Answers:**

**Q1:** Has a soil test been conducted for this project?

**A:** Yes, a soil test has been conducted for this location.

**Q2:** Are there any topographical details available for this project?

**A:** Currently, there is no document detailing the topography; however, it is noteworthy that most of the land is flat.

**Site Visit Wrap-Up:**

To bring the site visit to a conclusion, a range of measures were implemented to ensure that all necessary information had been obtained and any potential issues had been identified and addressed, thereby enabling all bidders to submit their offers with confidence. The site visit proved to be highly effective in providing participating suppliers with a comprehensive understanding of the project and tender documents, and in addressing any queries or concerns they may have had.