

# MINUTES OF THE MEETING

## Site Visit

Location: Business Summit, at 9B Hrushevsky Mykhailo street, Kyiv, Ukraine  
Date: **28.11.2023**  
Reference: **ITB/UNW-UKR-2023-00018– Renovation of UN Women's New Office Premises in Kyiv, Ukraine**

As per the **ITB/UNW-UKR-2023-00018– Renovation of UN Women's New Office Premises in Kyiv, Ukraine**, a site visit meeting was scheduled for 28.11.2023: at 10:00 a.m.

At the set date and time, the representatives of the following companies visited the new premises:

- CCG Development
- SunSystem Development

Companies inspected the office premises, noting the number of rooms, windows, and doors, and discussing all the necessary actions that should be taken from their side.

The following questions were considered:

1. What material should partitions be made of? - *Partitions should be made of glass.* Refer to the BoQ, flooring plan, elevation drawing for more details.
2. Should the indoor floor be redone on the premises? – *No, we leave it as it is.*
3. What color should the walls be painted? – *White.*
4. Is the electrotechnical part of the project available at the Business Summit and can it be viewed? – *Yes. Upon request through Quantum if required. However, at this stage we expect bidders to be able to bid based on the adequate information and drawing provided.*
5. Is the access control system included in the project or will it be developed separately? – *The access control system isn't included in the project and will be developed separately and this ITB doesn't cover the work for the access control.*
6. Is it possible to transfer split systems? – *Yes, it is possible.*
7. Will the reception desk in the lobby be dismantled in sections No 16-17? – *Yes, the reception desk in the lobby will be dismantled.*
8. Whether to remove sockets from the section No 18? - *No, it should not be removed, it should be left as it is.*
9. To whom should left over materials be submitted - to the customer or to the Business Summit? – *As clarified with Business Summit they do not need the return materials be submitted to them. Therefore, the left over materials after completing the work to be removed and cleaned by the contractor unless advised differently for some items we may need which will be retained.*
10. Is it allowed to work after 18.00? - *The renovation work can be carried out in all 7 days of the week 24 hrs. However, heavy work which makes noise is required to be completed after working hours and weekend to avoid disturbance of other tenants.*
11. Is it needed to change the plinth on the premises where it is damaged? – *Yes, it needs to be changed.*
12. Should the film on the windows remain? – *Yes, the film on the windows should remain.*
13. Whether to dismantle or leave the keyless access system? – *The keyless access system does not require dismantling.*
14. Is it necessary to consider the possibility of installing a cupboard or cabinet for documents in the section No 4? - *Yes, it can be considered. The approximate parameters for installing the cabinet are as follows: length - 4 meters, width - 60 cm, height - 3 meters. However, this project doesn't cover purchase of this cupboard or any other furniture unless specified in the BoQ, drawings and ToR.*
15. Is it necessary to install additional connection points to workplaces in section No 4? - *Yes, at least 4 additional connection points are required.*
16. If additional work/services are discovered during the course of the work that could not be predicted at the time of the proposal, how will they be paid for? - *The cost of all additional works/services must be taken into account*

*at the time of submission of the proposal. It also applies to all taxes, insurance, wages to employees of the company that will provide services, etc. Please, refer to the ToR for more details. The supplier is responsible to include all costs as lumpsum and UN Women will not be responsible for any mis calculations on the preliminary BoQ provided as Annex.*

17. Who should do the work regarding heating, ventilation, and air conditioning? - *These works must be performed by a subcontracting organization that has obligations to Business Summit, please find the contact details below and ensure the costs are included;*
- Sald Servis LLC – fire alarm system installation; contact: Mr. Gennadij Sidorov  
[gennasid@sald.kiev.ua](mailto:gennasid@sald.kiev.ua)
  - Apfel Group – HVAC installation and maintenance; contact: Ms. Svitlana Denegnikova  
[s.denegnikova@apfelgroup.ua](mailto:s.denegnikova@apfelgroup.ua)

Both companies expressed their interest in providing quotations for the *Renovation of UN Women's New Office Premises in Kyiv* in line with the advertised ITB.

The site visit was conducted by:

Khalilullah Totakhail, Operations Manager

Liudmyla Opanasenko, Administrative Associate

Svitlana Kanivets, Procurement Associate