

*Minutes of site visit and pre-tender meeting conducted at the Tajik Border Troops Regional Detachment  
in Khorog city, GBAO on 4-5 May 2023*

*Протокол посещения объекта и пред-тендерного собрания, проведенных на территории  
регионального отряда ПВ ГКНБ РТ в г. Хорог 4-5 мая 2023 г.*

*Tender №: ITB/TAJ/004/2023 – Construction of a 3-storey Administrative & Training Building at the  
Regional Detachment of Border Troops of the State Committee for National Security*

*Тендер №: ITB/TAJ/004/2023 – Строительство 3-этажного административно-учебного здания  
в региональном отряде ПВ ГКНБ в г. Хорог, ГБАО*

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In accordance with the subject tender terms and conditions, a site visit and pre-bid meeting were conducted in Regional Border Troops Detachment located in Khorog city with participation of representatives of OSCE Programme Office in Dushanbe (POiD) staff and representatives of bidders who expressed their interest in this tender.

#### **Site Visit**

During the site visit all bidders present were briefed by POiD staff about the construction project purpose, scope of works envisaged, as well as bidders had a chance to get familiarized with the site location, condition and its surroundings.

#### **Pre-Tender Meeting**

Following the site visit, a pre-bid meeting was held with participation of eight (8) companies' representatives. OSCE Programme Office in Dushanbe (POiD) staff walked the bidders thru all the tender documents contents, as well as described and explained respective requirements and provisions of the solicitation documents, including but not limited to: how to upload bids to the OSCE FTP platform, what technical and financial bids shall consist of, important deadlines, BoQ, drawings, etc.

The following questions were raised by bidders and answered by POiD staff:

*Q1. Will there be a public bid opening?*

*A1. No, the bids will be opened by a designated OSCE official, and all bidders are strongly advised to ensure that their bids are password-protected and the passwords to be shared only upon a request by the designated OSCE bid opening official.*

*Q2. What is the method of bids submission? Can we submit our bid by email?*

*A2. Bids must be submitted only via uploading them onto the OSCE CrushFTP website and bids received by email will not be accepted (i.e. will be disqualified).*

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*Q3. Can international companies participate in this tender?*

*A3. Yes, but only provided that they have a local partner company, which is duly registered and operating under the applicable laws of Tajikistan, i.e. international vendors can participate as a Joint Venture with a local firm.*

*Q4. Is design of the proposed building construction completed?*

*A4. Design & survey works were completed and a respective documentation is being finalized and submitted to the State Expertise for approval.*

*Q5. Will there be a space allocated for a warehouse to store construction materials, tools, etc.?*

*A5. Yes, the OSCE POiD is in contact with the Border Troops to identify a plot to be used for warehousing, however, all construction management related expenses should be considered in the section "Preliminary works ( Mobilization)" of BoQ.*

*Q6. Why was this specific site selected for a new construction? It's located in not a convenient place with lots of pedestrians passing by and next to residential buildings.*

*A6. A decision to select this site was taken by the Border Troops management.*

*Q7. In what language(s) should bids be submitted?*

*A7. The bids shall be submitted in English and Russian languages, whilst English will prevail in case of any discrepancy/contradiction in text.*

At the end of the meeting, the bidders were requested to pay close attention and follow all tender instructions, as well as they were reminded about the deadlines as follows:

All queries that arise during bids preparation shall be sent by no later than **17:00 hours (GMT+05:00), on 30 May 2023**, only in writing, by email to the attention of Mr. Timur Makhmadbekov, [Timur.Makhmadbekov@osce.org](mailto:Timur.Makhmadbekov@osce.org) with copy to: [Firdavs.Iskhaki@osce.org](mailto:Firdavs.Iskhaki@osce.org) and [Tenders-TJ@osce.org](mailto:Tenders-TJ@osce.org).

Bids must be submitted **by no later 15:00 hours local time, on 8 June 2023**, via electronic upload of documents only at the OSCE FTP website.

All bidders are kindly requested to return a completed Acknowledgement Letter (Annex R) as soon as possible to [Timur.Makhmadbekov@osce.org](mailto:Timur.Makhmadbekov@osce.org) with copy to: [Firdavs.Iskhaki@osce.org](mailto:Firdavs.Iskhaki@osce.org) and [Tenders-TJ@osce.org](mailto:Tenders-TJ@osce.org) in order to be provided with FTP credentials for submission of bids.