











NON-COMPULSORY SITE MEETING MINUTES FOR THE MAINTENANCE OF LANDSIDE GARDENS FOR A PERIOD OF THREE (3) YEARS AT KSIA, BID REF DIA6703/2021/RFP		
DATE	13 October 2021	
TIME	11:00 to 12:00	
VENUE	KSIA	
PROCEDURAL MATTERS		
1.	Attendance Register	All
2	Announcements	JM
3	Site meeting	SM/NN
4	Questions and Answers	JM NN and SM
5	General	JM
6	Closure	JM
1	TPEC Attendance Register	
	Attendance register was signed by all prospective bidder's present The meeting was attended by ten prospective bidders	
2	Announcements	
	<ul style="list-style-type: none">• Bidders were informed that the site meeting as well as site inspection are non-compulsory• Bidders were informed of the site meeting duration and how to get to the site• Bidders were informed that the briefing session is on 14 October 2021 on Microsoft teams via the link• Bidders were reminded that the free of charge parking area is Shaded Parking	



3	Site meeting												
	<p>SM started showing zone areas to the bidders. Bidders were taken to the following areas and were then shown activities in these areas:</p> <ul style="list-style-type: none"> • Zone 3 Permit Office • Zone 4 Shaded and Long Stay Parking • Zone 6 Car Hire • Zone 7 South of MSP • Zone 5 Gardens by the Boulevard <p>The other areas/zones were then shown to the bidders:</p> <ul style="list-style-type: none"> • Zone 9 (Bus Staggering area) • Zone 12 Sports field • Zone 10 Staff Parking Area • Zone 8 Area in front of the car rental 												
4	Questions and answers												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Question</th> <th style="width: 50%;">Answer</th> </tr> </thead> <tbody> <tr> <td>Is the Irrigation System in use?</td> <td>No Irrigation is not live system. Bidder to attend to the leaks. Irrigation system is currently shutdown. General maintenance provision in case of any leaks/faults.</td> </tr> <tr> <td>How much are the Permit costs? Permit costs?</td> <td>Permit costs to be sent via SCM. An addendum will be issued and sent to the bidders.</td> </tr> <tr> <td>Construction area. Is it included?</td> <td>No, pending conclusion of construction</td> </tr> <tr> <td>Question on the Area around sports field?</td> <td>Not part of this contract 2m grass strip cutting along external perimeter fence only.</td> </tr> <tr> <td>For the Ornamental lawns, who provides the fertilizer?</td> <td>The suitable fertilizer is to be supplied by the service provider</td> </tr> </tbody> </table>	Question	Answer	Is the Irrigation System in use?	No Irrigation is not live system. Bidder to attend to the leaks. Irrigation system is currently shutdown. General maintenance provision in case of any leaks/faults.	How much are the Permit costs? Permit costs?	Permit costs to be sent via SCM. An addendum will be issued and sent to the bidders.	Construction area. Is it included?	No, pending conclusion of construction	Question on the Area around sports field?	Not part of this contract 2m grass strip cutting along external perimeter fence only.	For the Ornamental lawns, who provides the fertilizer?	The suitable fertilizer is to be supplied by the service provider
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5	General																
	<ul style="list-style-type: none">• Validation of parking tickets for bidders parked at Shaded Parking• Reminding bidders about the Microsoft Teams virtual meeting taking place on 14 October 2021 via the link.• Reminding bidders to send requests to be added on the virtual meeting or to join the meeting via the link• Accompanying some of the bidders to the Parking Office for the issuing of free of charge parking tickets for those parked at Shaded Parking																
6	Closure																
	Meeting closed at 12 O'clock																
8	APPROVAL OF MINUTES																
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