

a) Technical Specifications

General Requirements

These General Requirements take precedence over the Technical Specifications, BoQ and apply to all types of work.

Introduction

The General Requirements pertain to all types of works described in the Technical conditions, in the Bill of Quantity and Main Design, as well as the works which may occur during the execution of works and are necessary for completion of project.

The obligation of the Contractor is to study these Technical Specifications in detail, to examine in advance the Design documentation and terrain at the construction site, in order to get a clear picture of the type and scope of works involved. In case that the technical documentation is not clear enough, the Contractor should ask for clarifications in written form. If the Contractor finds discrepancies in the technical documentation he is obliged to inform the Supervisor.

All works included in the Bill of Quantity must be carried out in accordance with the technical description of positions, general technical conditions, requests of the design documentation, details of the project, as well as requirements of the Supervisor

The Contractor's scope of works shall include all required activities to ensure the correct and proper realization of construction / adaptation works.

The Contractor is responsible for complete and accurate performance of works in accordance with national law and professional standards.

The Contractor must be fully acquainted with all local regulations, local standards, common practice of trade and circumstances for their execution. Nevertheless, it is understood that, whenever local regulations, local standards, or any common practice of trade, are subject to any interpretation, clarification, ambiguity, or dispute, a ruling by the Supervisor will prevail, always provided that such ruling will be fully in compliance with and will be based on the subject local regulations, local standards , as well as in accordance with common practice of trade, and any such ruling by the Supervisors and subsequent instruction in that respect, will not constitute any ground for variation order and/or any additional payment.

Communication between the Contractor and the Employer and/or Beneficiary, during the works will be carried out exclusively through the Supervisor. The Beneficiary is responsible for the design.

All works must be carried out precisely and professionally. Prior to application, the Supervisor must examine all material and all his comments referring to material and

quality of work will be obligatory for the Contractor. The agreed prices include all fully completed works and final products ready for use.

Standards:

The stated Technical Description / Specifications are an English translation of the descriptive part of the Main Design published in local language. Whenever this document refers to standards (national, European, etc.) and manufacturers, it should be read "or equivalent"

Any standard that meets the same functionality and describes the same level of quality or better can be replaced by any of the listed standards.

Specified manufacturer's products:

Manufacturer's name or catalogue number, if shown in the Technical Specification or indicated on the Drawings or Bill of Quantities, are given only for indicative purposes and for general reference only. It shall be understood that the actual material supplied shall meet the requirements of the Specifications, and if necessary, the material specified under such manufacturer's name or catalogue indicated for reference, shall be modified under the direction of the Supervisor.

Alternative materials:

If during the course of the Contract certain materials or items required for use in the Works should be unobtainable, despite the best effort of the Contractor, the Contractor may offer for the approval of the Supervisor alternative materials or items, provided that they possess the minimum requirements of the originally specified material.

In the event of acceptance of any alternative materials or items a suitable price reduction shall be made in respect of any decrease in value but no price addition shall be made in respect of increase in value.

In the event of refusal of any alternative materials or items the Contractor shall not be relieved of any of his obligations under the Contract and shall be solely liable for any delay or loss occasioned by his failure to provide the material or items as specified.

Testing and Quality control

The Contractor will arrange all testing and quality control, which will be carried out according to relevant standards by authorized independent institutions. Copies of all the test results must be delivered by the Contractor to the Supervisor immediately after testing. The Supervisor will monitor and control all test results and test certificates according to the Technical Specifications. Unless otherwise specified in the Bill of Quantities the Contractor will bear all the costs of testing and quality control defined in these Technical Specifications.

Daily work register (log book)

The Log Book prepared in two copies shall be kept on the Site and the Contractor's Representative shall record site information on daily basis. The Log Book must be available to the Supervisor, the Employer or other authorised parties under the terms of the national regulation. At the Supervisor's request, the Contractor has to provide all necessary information for the daily completion of the works dairy and attachments.

Measurement Book

The Measurement Book is where all measurements of the items are registered. The Contractor shall prepare two copies of the Measurement Book and the Book must be available to the Supervisor, the Employer or other authorised parties under the terms of the national regulation.

Inspection Book (Inspection Records)

The Inspection Book has to be available, in two copies, on the site and where the State Inspectorate registers the visits, comments or orders. The Inspection Book must be available to the Supervisor, the Employer /Contacting Authority under the terms of the national regulation.

Note: Construction Permit

The Construction Permit is not part of the Contractors obligation. The Contractor shall assume that the Beneficiary / VTI will obtain the Construction Permit if required.

General Items

If the following general positions are not mentioned in the BoQ, they will not be paid for separately, but should be included in the unit price of the Bid.

Contractor's Mobilisation & Demobilisation:

The Contractor should organize: geodetic marking of the new facility, preparatory works, safety measures on the site and school yard, etc. The Contractor should install, maintain and later dismantle all necessary offices, storage for tools, space for materials, service roads, temporary works, information board, deliver required machinery.

The Contractor will secure the construction site, will place the signs, provide lights and guards, and will keep them in position throughout the performance of the works until the handover. During the works execution the Contractor should ensure the safety of all participants in the works as well as security and organization of the construction site.

The Construction site has to be generally cleaned after the works are completed and the Contractor has to remove all the machinery which was used on the site.

Unless specifically given in the BoQ items, Contractor's temporary installations and facilities including fences, information board, mobilization, demobilization on the site, all demolition, dismantling and surveying works on the site are included in unit prices and not paid separately.

Working hours

The working time of 8 working hours will eventually be divided into two parts, depending on the school shifts. The contractor will agree with the Beneficiary on the most efficient work schedule. Possible work in two shifts (in average 8 hours per day) will not be charged separately

Accommodation for Supervisor

The Contractor shall provide one working space (desk and a chair) in their own office space for the use of the Supervisor.

Facility Maintenance Project (hereinafter referred to as As-Built Design) and Operation and Maintenance Manual

Contractor shall prepare any required shop drawings and reflect the same on the as-build drawings, if applicable.

The Contractor shall prepare and submit: As-Built Documentation for installation works.

The Contractor shall submit to the Supervisor, all such documentation as well as all warranties and/or guarantees and operation manuals for the installed plant and equipment, all in three copies and in electronic format.

Unless specifically given in the BoQ items, preparation the Contractor drawings, testing, commissioning, issuing certificates, preparing as-build design and operation and maintenance manuals are included in unit prices and not paid separately.

School adaptation _protection measures

In cases of reconstruction and adaptation of a part of the building, it is necessary for the Contractor to take all measures to protect the existing part of the building where construction works are not performed. Particularly school children and staff. It is necessary that the Contractor, in the cases of possible damage to that part of the building, which he caused during the execution of works, to reimburse the same at his own expense. It is necessary for the Contractor to protect a construction site and enable uninterrupted work and technological process on the part of the school that is not being adapted.

Quality Assurance and Environmental, Social, Health and Safety Management

A comprehensive Quality Assurance System (QAS), covering all aspects of the Contract and the Works must be implemented, documented and maintained by the Contractor during the entire implementation period of the Contract.

The Contractor shall make sure that the quality control complies with national and international standards.

Right of Access and Audit

The Employer shall be guaranteed unlimited access at any time to all documents and quality assurance documentation associated with the Contract. This also includes the same unlimited access to all production and manufacturing facilities.

When the Employer wants access to suppliers, manufacturers or sub-Contractors, the Supervisor will give due notice to the Contractor, whereby the time and purpose of the visit will be specified with the agreement of all parties involved.

b) PROJECT TECHNICAL DESCRIPTION

Construction/ Renovation works of the training center building for College "Pjeter Budi"

I. Project overview

The renovation project at College Pjeter Budi is a key component of the strategic initiative to enhance professional competencies of Kosovo's youth, aligning their skills with labor market demands. This project specifically focuses on developing, accrediting, and piloting vocational education and training (VET) programs in food manufacturing and food processing. Aiming to equip future professionals with practical, industry-relevant expertise, the project will provide a modernized learning environment tailored to the profile of aspiring chefs. The upgraded facilities will support comprehensive training programs designed to meet high standards in culinary arts and food production, bridging the gap between educational outcomes and workforce requirements in Kosovo's growing food sector.

The project site is located in the city of Fushë Kosovë, situated on the ground floor of an existing building with an area of approximately 380 m². This renovation focuses solely on the ground floor, which includes a designated annex attached to the main building. The selected area will be fully adapted to meet the requirements of vocational training in food manufacturing and processing, providing upgraded spaces that support the educational and practical needs of the program.

II. Scope of Work

The project encompasses a comprehensive renovation of the existing building, entailing a full scope of demolition and reconstruction tasks. Key tasks include the demolition of selected existing elements, construction of new walls, installation of new flooring, and the replacement of all interior and exterior joinery. A new external facade will be constructed, enhancing the building's appearance and insulation, while the surrounding walkways will be repaved with cobblestones for improved accessibility and aesthetics. Additionally, the project will install a complete new electrical system, including wiring for kitchen appliances, a fire alarm system, structural cabling, CCTV, and an audio system to ensure safety and functionality.

The plumbing works will involve both internal and external sanitary piping installations, aligning with updated standards for water and waste management. For the building's mechanical systems, a new heating and cooling system will be implemented, featuring heat pumps, ceiling convectors, and a ventilation system with recuperators for optimal energy efficiency. Kitchen and restroom ventilation will also be incorporated, including an industrial-grade hood in the kitchen for effective air quality control. This renovation aims to transform the building into a modern, fully-equipped facility that meets contemporary standards for safety, comfort, and operational efficiency.

III. Technical Specifications

The technical specifications for this renovation project require that all materials, brands, finishes, and installation methods strictly adhere to the standards outlined in the Bill of Quantities (BoQ). Each item in the BoQ provides detailed information on specifications, ensuring that the highest quality materials and precise methods are used for all aspects of the work. Structural improvements must meet industry standards, with a focus on stability and longevity, while waterproofing installations should ensure complete protection against moisture. Electrical installations must include cabling, connections, and fixtures as specified, supporting the new kitchen appliances, fire alarm systems, structural cabling, CCTV, and audio systems. Plumbing works require high-grade piping and fittings, both internally and externally, ensuring durable water and waste systems.

The HVAC installations include efficient heating and cooling systems, utilizing heat pumps, ceiling convectors, and recuperators, all meeting the specified energy and performance standards. Ventilation systems are essential for the kitchen, restrooms, and general air quality, including specialized installations like industrial hoods and recuperators where specified. Additionally, fire protection systems and soundproofing are mandatory, with installations executed per the requirements detailed in the BoQ, providing both safety and acoustic control. Compliance with these BoQ specifications is crucial to the project's success, ensuring all renovations are conducted to high professional and regulatory standards.

IV. Quality and Compliance Standards

All work on this project must strictly comply with Kosovo legislation, specifically the Law on Construction and all associated administrative instructions. In addition to meeting industry standards, local building codes, and energy efficiency requirements, the project will follow legal provisions that govern construction practices, safety, and quality assurance in Kosovo. The supervising entity will ensure that quality control measures are implemented at each phase of the project, with oversight in line with these regulations.

Contractors are required to provide certifications for all materials and labor, verifying their adherence to specified standards and legal requirements. Materials used on-site must come with documented proof of compliance, and all labor must be performed by certified professionals to meet quality and safety expectations. Regular inspections by the Supervisor will confirm adherence to these standards, ensuring that each element of the project meets the legal and regulatory requirements set forth by Kosovo law.

The selected contractor will have at his disposal the Main design of all phases when performing the works, on local language.

V. Supervision and Inspection

The project will have a dedicated on-site supervision team comprised of qualified professionals from each relevant discipline. This supervision team will oversee all aspects of the work, ensuring that each phase adheres to the project's technical and administrative requirements. A structured inspection and approval process will be followed to ensure full compliance with design specifications, safety standards, and quality benchmarks.

The Contractor must appoint a dedicated Project Manager responsible for coordinating all work activities with the supervision team. This Project Manager will act as the primary liaison, facilitating effective communication and ensuring that all work is executed according to the specified timeline, quality standards, and administrative guidelines throughout the entire process, guaranteeing that the project meets both regulatory and project-specific standards.

VI. Timeline and Phasing

The expected timeline for the completion of works on this project is three months, with an anticipated start date in the spring of 2025. The Contractor is required to submit a detailed timeline that outlines the phases of work and aligns with this overall project schedule. This timeline should include major milestones, detailing the sequencing of activities and anticipated completion dates for each phase. The plan will be reviewed and approved by the project team to ensure that all phases are coordinated and achievable within the designated timeframe, allowing for efficient and timely project delivery.

VII. Health, Safety, and Environmental (HSE) Requirements

All Health, Safety, and Environmental (HSE) practices for this project must comply with Kosovo's legislation and regulatory requirements. The Contractor is responsible for adhering to all HSE standards, which include effective waste management, noise control, worker safety protocols, and environmental protections. To ensure full compliance, the Contractor must designate a qualified HSE Officer who will oversee the implementation of all HSE measures on-site.

Additionally, the Contractor is required to submit documentation verifying compliance with proper waste management practices, including disposal and recycling processes as per Kosovo's environmental regulations. All relevant HSE protocols must be documented and followed rigorously, ensuring a safe working environment and minimal environmental impact throughout the project.

A portion of the roof cover to be demolished contains asbestos materials. Asbestos handling requires strict adherence to safety and environmental regulations due to its hazardous nature. The Contractor must take all necessary measures to ensure this work is performed safely by engaging a licensed subcontractor certified in asbestos removal. The subcontractor must follow all Kosovo legislation and health and safety guidelines specific to asbestos handling, including containment, removal, and proper disposal, in order to protect workers and the surrounding environment. All required certifications and safety protocols must be documented and submitted as part of the compliance process.

Contractor has to follow requirements from this Technical Documentation and Annexes.

VIII. Documentation and Reporting

A dedicated Project Manager (PM) from the Contractor's team will be responsible for submitting regular progress reports, photographic documentation, and maintaining all required on-site documents in compliance with Kosovo legislation. This PM will ensure that all project records, and inspection reports, are kept up-to-date and readily accessible for review by the supervision team.

Upon completion of the project, the Contractor is required to provide comprehensive as-built drawings, original warranties for all equipment, issued either by the factory or an authorized dealer, and detailed operation and maintenance manuals for each system installed. Additionally, the Contractor must conduct training sessions for staff on the operation and maintenance of all mechanical equipment to ensure proper and safe use.

IX. Additional Requirements

The Contractor is responsible for establishing and maintaining a well-organized construction site, ensuring safe and convenient accessibility for workers and equipment. This includes setting up a temporary office structure on-site to facilitate project management and coordination. All necessary utility connections, including power and water supply, must be established and paid for by the Contractor for the duration of the construction works. These provisions are essential to support efficient work progress and maintain a controlled environment that meets operational needs and safety standards.