

**EUROPEAN UNION**  
DELEGATION TO THE REPUBLIC OF SERBIA

Finance and Contracts Section

Belgrade, 26/01/2011

LT/ON D(2011) 189

**CONTRACTING AUTHORITY'S MINUTES OF MEETING FROM  
INFORMATION MEETING AND SITE VISIT**

**Survey and Removal of Unexploded Ordnance (UXO) from the Danube River**

**Publication ref.: EuropAid/130565/L/WKS/RS**

**Tender no: 10SER01/13/31**

| No |  |  |
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| 1. | <p>The mandatory information meeting started at 13:00 hours on 17<sup>th</sup> January 2011. Mr Srećko Nikolić, Captain of the Port Masters Office, welcomed the contractor's representatives to the meeting.</p> <p>Mr Nikolić explained with brief details the navigation restrictions in the sector of Prahovo, mainly due to the World War 2 sunken vessels, and the area subject to the present UXO removal project.</p>  |  |
| 2. | <p>Mrs Sladjana Košutić from the Mine Action Centre (MAC) also welcomed the participants and highlighted the importance of this project for the safe navigation on the Danube River in the Prahovo sector. Based on the results from the predecessor project completed in 2009, the present removal project is the No 1 priority project from 11 identified locations along the Danube.</p> <p>Mrs Košutić also briefly highlighted the need of a very close cooperation between the final beneficiary (Ministry of Infrastructure of the Republic of Serbia), the MAC, the Port Authority, the EUD as Contracting Authority, the supervisor and future contractor for the UXO removal works, for a successful execution of the works.</p> |  |

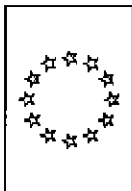
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| 3. | <p>Mr Nagy from the Delegation of the European Union addressed the participants subsequently.</p> <p>Mr Nagy distributed the attendance list and also requested from the contractors to fill in the forms for the Certificate of Attendance, which will be signed and given to the contractors upon completion of the site visit. Mr Nagy highlighted that the original must be included in the bid, as per requirements spelled out in the tender dossier.</p> <p>Mr Nagy spent some time to explain several of the important issues from the Procurement Notice (PN). It was pointed out to the contractors that the eligibility and rules of origin according to IPA (see item 8 of PN) must be reviewed by the contractors in detail in order to avoid that non-eligible contractors invest further efforts in preparing a bid.</p> <p>Mr Nagy also explained that the PN contains in item 16. Selection criteria, items (v), (vii) and (viii) wrong references, which will be corrected as soon as possible with a corrigendum to the PN. This same correction will be also applicable to Volume 1, Section I, 12.2.</p> <p>Mr Nagy also highlighted the requirements for the submission of the bids and Information/Documents to be supplied by the tenderer with their bids (see Volume 1, Section I, 12). Mr Nagy requested from the contractors not to hesitate in requesting any clarification to the forms/documents/templates, as a clarification in the tender phase avoids delays during the evaluation phase. It is planned to complete the evaluation phase in a shorter period than the required validity period of the bids, but this can only be achieved if the bids contain properly filled-in forms and contain all the required documents.</p> <p>Mr Nagy also highlighted the submission deadline of 28<sup>th</sup> February 2011, at 14:00 hours. On the same day at 15:00 hours there will be the public opening of the received tenders. The foreseen signature of the contract is in May 2011, so that the complete summer season 2011 already forms part of the performance period.</p> |  |
| 4. | <p>Before opening the questions and answers session and before the site visit, Mr Nagy highlighted that all questions raised shall be sent by the contractors to the Contracting Authority also in writing, as any replies given today are not recorded in these minutes of meeting. In order to receive binding replies, they must be communicated by the Contracting Authority in writing.</p> <p>Several questions were raised and replied during this session and during the site visit.</p>  |  |

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| 5. | <p>Upon the completion of the site visit, the Certificates of Attendance were distributed and Mr Nagy further encouraged the contractors to raise questions resulting after the site visit. The common reply was that questions will be submitted in writing.</p> <p>Mr Nagy took the opportunity to shortly talk about Volume 4, the Financial Offer / Breakdown of the Lumpsum Price, highlighting that the contractors are required to submit a Lumpsum price for this project. This Lumpsum price considers that 5 confirmed UXO must be removed from the riverbed, and then transported and destructed at the disposal site. The setup of the Breakdown of the Lumpsum Price gives then the method for dealing with variations during the execution of the project.</p> |  |
| 6. | <p>The meeting was closed at 15:00 hours.</p>  |  |

**Annex: Attendance List of Contractor's representatives participating at the Information Meeting and Site Visit**



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Operations II

REMOVAL OF UXO FROM THE DANUBE RIVER

Site Visit Meeting

17 January 2011

ATTENDANCE LIST

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