



EUROPEAN UNION
DELEGATION TO THE REPUBLIC OF SERBIA

Finance and Contracts Section

Belgrade, 23/01/2012

REF 201200294

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

Construction of Elementary School in Ribare, jagodina Municipality

Publication ref.: EuropAid/132370/L/WKS/RS

Tender no: 08SER01/39/11

No		
1.	<p>The mandatory information meeting started at 11:15 hours on 23rd January 2012. Mr Kiklic from the Municipality welcomed the contractor's representatives to the meeting.</p> <p>Mr Kiklic explained with brief details the importance of the project for the Municipality.</p> <p>He expressed satisfaction to see a significant number of companies interested in the project, wishing all bidders good luck at the tender. He used the opportunity to thank the EU for the funds allocated to this project.</p> <p>He then handed over the lead of the meeting to the representatives of the EU Delegation, Mr Nagy. Interpretation and translation into Serbian was performed by Ms Licina.</p>	
2.	<p>Mr Nagy from the Delegation of the European Union addressed the participants subsequently.</p> <p>Mr Nagy explained that after the site visit at the school all participants shall meet in the premises of the Municipality for the presentation and questions and answers session.</p> <p>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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3.	<p>The participants visited the site and had ample time to familiarise with the site conditions.</p> <p>After the site walk, the participants all moved to the Municipality's premises in Jagodina in order to continue with the clarification meeting.</p>	
4.	<p>Mr Nagy spent time to explain in detail 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 explained in detail the selection criteria spelled out in the Instructions to Tenderers.</p> <p>Mr Nagy also highlighted the submission deadline of 21st February 2012, at 12:00 hours. On the same day at 14:30 hours there will be the public opening of the received tenders. The foreseen signature of the contract is before 1st April 2012, so that the complete summer season 2012 is used for the construction of the school.</p> <p>Ms Licina 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 meeting. Mr Nagy highlighted that the original must be included in the bid, as per requirements spelled out in the tender dossier.</p>	
5.	<p>A question regarding Volume 4, Financial Offer templates was raised. Mr Nagy clarified and explained what we expect with 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 firm quantities to be calculated and spelled out in the Contractor's bid.</p> <p>Regarding Volume 5, Drawings, all present Contractor's were handed over a set of drawings for Water Supply and Sanitation (same as the drawings 031-035 from the tender dossier), printed in A0 format.</p> <p>Upon the completion of the meeting, 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>	
6.	<p>The meeting was closed at 13:15 hours.</p>	

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