



Bulgaria – Serbia
IPA Cross-border Programme
CCI No 2007CB16IPO006



CENTRE FOR EXCHANGE OF
INFORMATION ON CROSS-BORDER
ECONOMIC COOPERATION

WORKS TENDER

Construction works on the business administration facility "Centre for Exchange of Information on Cross-Border Cooperation" in Vladicin Han Municipality under subsidy contract 2007CB16IPO006-2009-1-3

Publication Ref: 2007CB16IPO006-2009-1-3/003/PP2/RL

Location: Municipality of Vladicin Han, Svetosavksa Street № 1 Vladičin Han 17510
Republic of Serbia

Minutes of Clarification Meeting and Site Visit
Held on 25 September 2012

A. CLARIFICATION MEETING

1. The Information (Clarification) Meeting took place on 25 September 2012 at 11:00 a.m. in Municipality of Vladicin Han, Svetosavksa Street № 1 Vladičin Han 17510 Republic of Serbia.
2. The representative of the Municipality of Vladičin Han opened the meeting and welcomed all the participants. In the introductory remarks, the main objectives of the meeting were outlined. The Project Coordinator Serbia, gave a brief overview of the Project and presented the main elements of its scope and were reminded of the importance of being familiarized with the FIDIC general conditions and type of contract and with PRAG rules.



Center for the Development of Jablanica
and Pcinja Districts



"The project is co-funded by EU through the Bulgaria – Serbia IPA Cross-border Programme".

3. Questions and Clarifications

№	Question	Answer
1	Is it compulsory for licensed mechanical and electric engineer to be Contractor's full time employee or can they be engaged in any other way, e.g. service contract (Ugovor o delu)?	Requirements for the key personnel are stated in the Volume 1\Section 1: Instructions to tenderers Sub-clause 12 position 12.2. (page 11) criteria sub position 3) Technical and professional capacity of candidate, bullet e) Key Personnel. In the case that key personnel (e.g. mechanical or electric engineer) is not Contractor's full time employee, Contractor shall submit together with CV, valid legal form of engagement for that person.
2	What is procedure for payment?	Payments are defined in the Volume 2\ Section 2 Section\ General Conditions for works contracts financed by the European Development Fund (EDF) or European Union Article 50-56 and Section 3\ Special Conditions Article 50.

4. The Clarification meeting was closed at 12:30 hours.

5. The list of participants/Attendance list of the Clarification meeting is attached to this Minutes.

B. SITE VISIT

1. The Site Visit commenced on 25 September 2012 at 13:00 a.m. in Municipality of Vladicin Han, Location KULA, Republic of Serbia.

2. The site visit started informing the companies about the precise location of the facility and with the brief explanations regarding contract requirements. The tenderers were reminded that the contract to be signed, is a lump sum contract, and informed about the availability of the Tender Dossier and the detailed design of the facility. Also the present representatives of the companies were informed that since the site visit was recommended and not mandatory the companies not present at the site visit can submit the tender as well. It has been mentioned that the tenderers are entitled to ask for clarifications regarding tender dossier at least 21 days before the deadline for submission of the tender expires. No questions were submitted by the participants during the site visit

3. The Site Visit finished at 13:30 hours.

4. The list of participants of the Site visit is enclosed to this document.

C. ENCLOSURES:

- Annex 1. List of participants/Attendance list of the Clarification meeting
- Annex 2. List of participants/Attendance list of the Site Visit



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