

IPA 2011 - Construction of the Centre for Training Dog Handlers and Police Dogs in Zagreb

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Minutes of Site Visit and Information Meeting

A. Introduction

Beneficiary (B) of this project is the Ministry of Interior (MoI).

Contracting Authority (CA) for this project, which is undertaking the role of the Employer according to FIDIC Conditions of Contract, is the Central Finance and Contracting Agency (CFCA).

Please be informed that the Minutes of Site Visits and Clarification meeting will not necessarily reproduce the answers that were orally given to the questions raised during the clarification meeting but the answers that should have been given to those questions.

B. Site Visit

Site visit for the abovementioned project was held in Zagreb on 29 July 2013 at 11:00 hrs. when interested parties were enabled to visit the building site related to the implementation of construction works of the Centre for Training Dog Handlers and Police Dogs.

Participating companies (potential tenderers) of the Site Visit were shortly introduced with representatives of the Beneficiary (MoI), CFCA, the representative of Croatia Transition Office (CTO) and the representative of the designer of the Conceptual, Main and Detailed Design. 4 participants participated at the Site Visit. The participants were informed that all the questions and answers during the Site Visit and Clarification Meeting are informal and they were asked to submit all questions in written form in English language while answers are to be provided in accordance with the provisions of the Contract Notice and Tender Dossier.

Ms Sanja Herceg (Head of the centre for training dog handlers and police dogs in Zagreb), with the assistance of Mr Krešimir Matas (representative of the main designer), guided the participants through the site providing them with the basic information of the project.

Questions raised verbally and discussed during the site visit:

Q: Is the external dog training site (located to the east of the existing buildings) included in the project, and if it is, how should it be treated in the means of demolition (existing fence, training equipment, etc.)?

A: Yes, the external dog training site is included in the project. The existing fence should be demolished and new one is to be built (Tender dossier (TD) Volume 4, Bill of Quantity (BoQ) item A.4.A.II.3, A.4.B.II.11; TD Volume 3, Technical Specifications (TS) section 0.6.4. and 12.7), and the existing training equipment should be dismantled and handed over to the Beneficiary (TD Vol. 4, BoQ item A.4.A.I.3; TD Vol. 3, TS section 0.9.1).

Q: If it were to be necessary and within the deadline of the call, will the contractors be able to visit the construction site once more?

A: Additional site visits are not envisaged.

Q: Is it known of what material the existing buildings were built (brick?) and is there a basement?

A: Existing construction material of the existing buildings is not known. There is no basement under the existing buildings. Plans of existing structures are presented in the TD Vol. 5, Section 1, Drawings No. 1.1-1.4.

Site Visit was completed at 11:30hrs since the present parties didn't raise any more questions.

C. Information Meeting

The Clarification Meeting, with the consent of the present parties, commenced at 11,40 hrs. on 29 July 2013, in the premises of the Police Academy. Meeting was attended by representatives of the Beneficiary (MoI), the Contracting Authority (CFCA), the representative of Croatia Transition Office (CTO) and the representative of the designer of the Conceptual, Main and Detailed Design. 4 participants participated at the Clarification Meeting.

Participants were informed that the Tender Dossier is still available from the Central Finance and Contracting Agency, Ulica grada Vukovara 284, objekt C, 10 000 Zagreb, under terms stated in the Contract Notice. They were asked to submit questions in writing (by fax or on e-mail address given in the Contract Notice) in English language until 21 days before the deadline for submission of tenders. Answers will be published on the CFCA web site at least 11 days before the deadline for submission of tenders. Minutes of Site Visit and Clarification Meeting will be published on the CFCA web site as well.

It was pointed out that all requirements for participation in the tender are given in the Tender Dossier emphasizing the importance of the Instruction to Tenderers given in Volume 1. If the submitted tender complies with the requirements and conditions defined in Tender Dossier all the answers in the Evaluation Grid/ Volume 1, Section 5 should be *Yes* or *Not Applicable*. The tenderers are not to fill up the Evaluation Grid themselves. The tenderers were reminded that they are to provide a tender guarantee when submitting their tender. This guarantee will be released to unsuccessful tenderers once the tender procedure has been completed and to the successful tenderer upon the signature of the contract by all parties. Bill of Quantities can be filled up digitally and each page is to be initialled and numbered.

Representative of the CFCA pointed out that tenders must be received at the address of the Contracting Authority by the date and the time quoted in the Contract Notice. An authorised representative of the tenderer may attend the tender opening session at the premises of the Central Finance and Contracting Agency as stated in the Contract Notice.

Questions raised verbally and discussed during the clarification meeting:

Q: Is it possible to get the Bill of Quantities translated into Croatian?

A: Since English is the official language of the project, all the documentation is in English and the same documentation is available to everyone. A party which shows interest may translate documentation (Bill of Quantities) at their own expense (for their personal needs).

Q: Is the equipment found inside the buildings (kennels and similar) planned to be removed from the Police Academy grounds?

A: All the equipment used in dog training remains and should be handed over to the Beneficiary, while everything else is being moved out and disposed in accordance to the project and the existing legislation (TD Vol. 4, BoQ item A.1.A.II, A.2.A.II, A.3.A.II; TD Vol. 3, TS section 0.9).

Q: Will the Contractor be able to use existing infrastructure (water supply, power supply etc.)?

A: Temporary connection to the water and electric power supply is possible after the arrangement with final beneficiary and the instalment of the control consumption meter for water and el. power supply.

Q: Will there going to be any infrastructural works which are dislocated from the building site area of the Centre for training dog handlers and police dogs?

A: The works on reconstruction and upgrade of the existing water supply pipeline along with the water chamber, electric installation and telecommunication installation for the

Centre for training dog handlers and police dogs will be performed outside the area of the Centre, but within the Police Academy complex.

Q: Is there a detailed plan of existing infrastructure?

A: Overview of all installations is presented in TD Vol. 5, Section 1, Drawings No. 3.1 and 3.2.

The meeting was concluded at 11,50hrs since the present parties didn't raise any more questions.