

**IPA 2011 - Restoration of the PNUSKOK (National Police Office for Suppression of Corruption and Organised Crime) premises in Osijek and Rijeka**

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**Minutes of Site Visit and Clarification 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 on the location Svilajska ul. 35, Osijek on 19 August 2013 at 12:00 hrs. when interested parties were enabled to visit the building site related to the implementation of construction works of the PNUSKOK (National Police Office for Suppression of Corruption and Organised Crime) premises in Osijek. Participating companies (potential tenderers) of the Site Visit were shortly introduced with representatives of the Beneficiary (MoI), the Contracting Authority (CFCA) and the representatives of the designer of the Main/Detailed Design. 7 participants from 5 companies 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.

Mr Nenad Nača (representative of PNUSKOK Osijek), with the assistance of Mr Antun Ferenc and Mario Ferenc (representatives of the main designer), guided the participants through the site providing them with the basic information of the project.

Questions raised and discussed during the site visit:

**Q:** Will the other parts of the building including installations, except area and installations foreseen for the PNUSKOK premises, be in the function during the works execution?

**A:** Yes, there are other users of the building beside PNUSKOK, and the unobstructed access to their premises and working conditions should be ensured for them during the whole time of works execution.

**Q:** What is to be done with the debris and materials from demolition?

**A:** It is foreseen, as described in the tender dossier (TD), Volume 3, Technical Specification (TS) section A.0.7. Storing and sorting of materials and A:0.8. Clean-up as well as by Volume 4, Section 1 - Bill of Quantity (BoQ) section A.0. Demolition and removal, for the debris and materials from demolition to be loaded to a suitable means of transportation, transported and unloaded to an appropriate legal dump site chosen by the Contractor.

Site Visit was completed at 12:36hrs since the present parties didn't raise any more questions.

### C. Clarification Meeting

The Clarification Meeting commenced at 13:00 hrs. on 19 August 2013, in the premises of PNUKOK Osijek, Trg Lavoslava Ružičke 1, Osijek. Meeting was attended by representatives of the Beneficiary (MoI), the Contracting Authority (CFCA) and the representatives of the designer of the Main/Detailed Design. 7 participants from 5 companies 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 and discussed during the clarification meeting:

**Q:** How to obtain a tender guarantee?

**A:** As described in the TD, Volume 1, Section 1 – Instructions to tenderers (ITT), clause 15, the tenderer must provide, as a part of its tender, a tender guarantee in the form set out in Volume 1, Section 3 of the tender dossier, or in another form acceptable to the Contracting Authority that meets the essential requirements set out therein. It may be provided in the form of a bank guarantee, a banker's draft, a certified cheque, a guarantee provided by an insurance and/or guarantee company or an irrevocable letter of credit made out to the Contracting Authority

**Q:** Do the company registration certificate and other official company documents have to be translated into English, and does the translation has to be made by an authorised interpreter?

**A:** As described in the TD, Volume 1, Section 4 – Additional notice to tenderers, point 6., if the requested supporting documents/certificates are not written in one of the official languages of the European Union, a translation into the language of the call for tender must be attached. If the documents are in an official language of the European Union, other than the procedural language, it is however strongly recommended to provide a translation into the language of the call for tenders in order to facilitate the evaluation of the documents. The translation doesn't have to be made by authorised interpreter.

**Q:** What does it mean that the tenderer must carry out at least 70% of the contracted works by its own resources?

**A:** As described in the TD, Volume 1, Section 1 – ITT, clause 12.2.2.b., the tenderer must have the equipment, materials, human and financial resources necessary to enable it to carry out that percentage of the contracted works . This provision should be read in correlation with TD, Volume 1, Section 1 – ITT, clause 3.3.6. defining the upper limit authorised for subcontracting, which is 30 % of the value of the tender. 70% of the contracted works relates to 70% of the value of the contract.

**Q:** How and when shall the Employer pay to the Contractor?

**A:** The Employer shall pay to the Contractor, pursuant to General Conditions of the Contract (GC) Sub-Clause (SC) 14.7 Payment, the amount certified in each Interim Payment Certificate (IPC) within 56 days after the Engineer receives the Statement and supporting documents. The Contractor shall, pursuant GC SC 14.3, apply for IPC by submitting a Statement in six copies to the Engineer after the end of each month, in a form approved by the Engineer, showing in detail the amounts to which the Contractor considers himself to be entitled, together with supporting documents which shall include the report on the progress during that month.

**Q:** Is it possible to get the advance payment?

**A:** As described in the TD, Volume 1, Section 2 – Appendix to the tender, total advance payment is set to 10% of the accepted contract amount, payable in one instalment upon delivery of the Advance Payment Guarantee.

**Q:** What does it mean that if applying only for Lot 1: The tenderer must have access to sufficient credit and other financial facilities to cover the required cash flow for the duration of the contract. In any case, the amount of credit available must be equal to or exceed EUR 750.000,00?

**A:** The candidate must prove to the Contracting Authority that it has sufficient financial stability and access to credit facilities to take on the proposed contract for its entire duration. Reference/certificate about the company's access to credit facilities shall be furnished when submitting the tender. An acceptable proof may be statements from the Tenderer's bank (e.g. statement from the bank guaranteeing a credit line in the required amount to be available if the Tenderer is awarded the contract).

**Q:** Can the tenderer apply for only one lot?

**A:** The tenderer can apply for only one lot in which case the minimum selection criteria for LOT 1 or Lot 2 apply, as stated in the TD, Volume 1, Section 1 – ITT, clause 12.2.

**Q:** Do the mechanical works include only ventilation?

**A:** Mechanical works include ventilation, heating and cooling, as described in the TD, Volume 3 – Technical specifications, section G. Mechanical engineering installation works.

The meeting was concluded at 13:22hrs, since the present parties didn't raise any more questions.