

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

**Publication reference: EuropeAid/134626/M/WKS/HR**

**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 Vukovarska ul. 10, Rijeka, on 21 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 Rijeka. Participating companies (potential tenderers) of the Site Visit were shortly introduced with representatives of the Beneficiary (MoI), the Contracting Authority (CFCA) and the representative of the designer of the Main/Detailed Design. 1 participant participated at the Site Visit. The participant was informed that all the questions and answers during the Site Visit and Clarification Meeting are informal and he was 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 Valter Gržeta (representative of PNUSKOK Rijeka), with the assistance of Ms Maja Barlović (representative of the main designer), guided the participant through the site providing him with the basic information of the project.

Questions raised and discussed during the site visit:

**Q:** Which is the time for completion of the works?

**A:** As described in the tender dossier (TD), Volume 1, Section 2 – Appendix to the tender, the time for completion of the works is set to 153 calendar days from the date notified in the notice of Commencement Date.

**Q:** Is the facade foreseen for complete removal?

**A:** As described in the TD, Volume 4, Section 1 - Bill of Quantity (BoQ) item A.3.14., partial repair including all necessary works is foreseen.

**Q:** Should the building be in function during the execution of the works?

**A:** The building will not be in function during the execution of the works. Present users of the building, riot police brigade, will move out until the commencement of the works.

**Q:** How should the anti-skidding of the staircase treads be achieved?

**A:** As described in the TD, Volume 3, Technical Specification (TS) section B.3. Stone work, anti-skidding of the staircase treads should be achieved by roughening of the treads in width of 5 cm, 5cm from the edge of the tread.

Site Visit was completed at 12:55hrs since the present party didn't raise any more questions.

### **C. Clarification Meeting**

The Clarification Meeting commenced at 13:00 hrs. on 21 August 2013, on the location Vukovarska ul. 10 in Rijeka. Meeting was attended by representatives of the Beneficiary (MoI), the Contracting Authority (CFCA) and the representative of the designer of the Main/Detailed Design. 1 participant participated at the Clarification Meeting.

Participant was 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. He was 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.

The meeting was concluded at 13:15hrs, since the present party didn't raise any questions.