

**IPA 2011 - Construction of the capacities for minors and other vulnerable groups of illegal migrants in the Reception Centre for Aliens**

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**Minutes of Site Visit and Clarification Meeting**

**A. Introduction**

Beneficiary Institution (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.

**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 at Reception Centre for Aliens was held in Ježevo on 25 July 2013 at 12:00 and interested parties were enabled to visit the future building sites related to implementation of works for construction of the capacities for minors and other vulnerable groups of illegal migrants in the Reception Centre for Aliens in Ježevo.

At the site, participating companies (potential tenderers) were shortly introduced with representatives of the Beneficiary Institution (Ministry of Interior - MoI), the Contracting Authority (Central Finance and Contracting Agency – CFCA) and representative of Reception Centre for Aliens (RCoA).

Location of the future capacities for minors and other vulnerable groups of illegal migrants in the Reception Centre for Aliens was examined.

The representative of the Contracting Authority introduced purpose of project and main goal and presented shortly the basic information of construction of new building and reconstruction of existing kitchen and laundry.

Issues raised and discussed during the Site Visit were general, referring to access to building site, organisation of future building site, connections of water and electricity.

The representative of Reception Centre informed that position of future building site will be fenced and separated from the Centre with additional entrance.

After signing the List of participants the site visit was concluded, at 12:30 hrs.

## **B. Clarification Meeting**

The Clarification Meeting commenced at 13:00 hrs, on 25 July 2013, at the premises of the Reception Centre for Aliens in Ježevo.

Meeting was attended by representatives of MoI, Reception Centre for Aliens, CFCA, two representatives of two companies and designers.

The CFCA representative welcomed attendees and pointed out that the Contract Notice was published on 28 June 2013 and the deadline for submission of tenders will be on 15 October 2013. The time for completion of the works is 15 months. During the project implementation it is envisaged to hold on regular monthly meeting on the building site with all stakeholders involved in the project.

It was pointed out that all requirements for participation in the Tender are given in the Tender Dossier emphasizing the importance of the Instructions to Tenderers given in Volume 1, Section 1 of the Tender Dossier since majority of disqualifications derive from inaccurate adherence to requirements stipulated in these provisions.

In the same way, Tenderers were reminded to scrutinize FIDIC Conditions of Contract for Construction (New Red Book) and respective Particular Conditions that form part of Tender Documentation. Participants were reminded that, in addition to hard copy of the filled-in Bill of Quantity, their offer should also include filled-in Bill of Quantity delivered as an electronic excel file on the compact disc.

Representative of the CFCA pointed out that Tenders must be received at the address of the Contracting Authority specified in the Contract Notice by the date and time quoted in the Contract Notice i.e. 12:00 hrs local time on 15 October 2013.

Tenderers are also informed about possibility of extension of the deadline for submission of tenders (Instructions to tenderers, Article 18) by issuing a Corrigendum to tender documents in line with Article 9 of Instructions to Tenderers.

In such cases, all rights and obligations of the Contracting Authority and tenderer regarding the original date specified in the Contract Notice will be the subject to the new date.

Also, the tenderers were reminded that any additional questions can also be submitted to the Central Finance and Contracting Authority, Ulica grada Vukovara 284, objekt C, 10000 Zagreb in written form in English language and /or in electronic version to the e-mail [procurement@safu.hr](mailto:procurement@safu.hr) until 21 days before the deadline for submission of tenders given in the Contract Notice and Instructions to Tenderers.

Participants were informed that Minutes of Site Visit and Clarification Meeting will be published on the CFCA web site (<http://www.safu.hr/en/tenders>) as advised in the Contract Notice and **were asked for the delivery of all questions in writing to avoid misinterpretation or omission of questions during the preparation of Minutes.**

Representatives of the CFCA thanked participants for showing interest in the project and closed the meeting. The meeting ended at 13:30.

Pitcure No 1.



Pitcure No 1. - location of future construction site, temporary building on the right side of the photo will be removed through the works contract in subject

Pitcure No 2.



Pitcure No. 2 - existing kitchen premises that will be reconstructed