

IPA IIIC, 2007-2011
Construction of
Biosciences Technology Commercialization and Incubation Centre (BioCentre)
Publication reference: EuropeAid/130687/D/WKS/HR

Minutes of the site visit and clarification meeting

A. Introduction

Beneficiary Institution of this project is the Ministry of Science, Education and Sports (MSES), and the Direct Beneficiary is Business Innovation Centre of Croatia (BICRO).

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 answers to questions raised during the Site Visits and Clarification Meeting will be available in the Questions and Answers (Q&A) document published at CFCA web pages. The document will not necessarily completely reflect the answers provided during the site visit and clarification meeting, but more complete answers will be provided.

B. Site Visit

Site Visit for the abovementioned project was held in Zagreb, University campus Borongaj, on 14 December 2011 at 12:00 hrs. Interested parties had the opportunity to visit the future building site that is related to construction of the BioCentre. The potential tenderers, participants in the site visit (representatives of 11 companies), were received at the premises by the representatives of the Direct Beneficiary (BICRO) and the Contracting Authority (Central Finance and Contracting Agency – CFCA). After they examined the location, asked for clarifications with respect to Tender Dossier for the BioCentre project and took photographs, the participants signed the List of participants. The site visit was concluded at 13:00 hrs.

C. Clarification Meeting

The Clarification Meeting commenced at 14:30 hrs, on 14 December 2011, at the premises of the Business Innovation Centre of Croatia (BICRO). The potential tenderers (representatives of 10 companies) were received at the premises by the representatives of the Direct Beneficiary (BICRO) and the Contracting Authority (Central Finance and Contracting Agency – CFCA).

Participants were informed that the Tender Dossier is available from Central Finance and Contracting Agency, Ulica gradaVukovara 284, objekt C, 10000 Zagreb, Croatia, upon payment of EUR 600,00 in favour of the Ministry of Finance of the Republic of Croatia at the Bank Account in Privredna Banka Zagreb, and after prior notification to the Project Manager as stated in the Point 18 of the Procurement Notice. Moreover, it was emphasised the tender dossier is also available for inspection at the premises of the Contracting Authority, after prior notification and agreement of the time of such inspection to the procurement@safu.hr.

Furthermore, the participants were informed they may ask for clarifications with respect to the Tender Dossier which should be submitted to the CFCA 21 days before the deadline for submission of tenders at the latest and that the Contracting Authority must reply to all tenderers' questions at least 11 days before the deadline for submission of tenders. It was put forward by the CFCA the clarifications, i.e. the answers to potential tenderers' questions, may be provided earlier, depending on the number of questions received and their relevance for all tenderers. The participants were also informed in case there are any modifications to the Tender Dossier or any other relevant document that is to be published at the CFCA web pages, the Contracting Authority will not be informing the participant individually about the publication, but they are invited to regularly consult the CFCA web pages.

The representative of the Business Innovation Centre of Croatia (BICRO) provided short description and relevance of the BioCentre, mentioning the complexity of the building that will be consisting of Central Laboratory qualified according to Good Laboratory Practice (GLP) on the second floor and laboratories and offices for rental on the first floor.

Furthermore, it was pointed out the tenderers should submit their tenders in full compliance with the Instructions to Tenderers in the Tender Dossier (Volume 1, Section 1). They were further informed the tenders will be evaluated on the basis of the Administrative compliance and Evaluation grid (Volume 1, Section 5) and that the award criteria is price (not price-quality ratio).

Regarding general conditions of the Contract, some major information were given. It was emphasized the contract duration is 540 days from the Commencement Order issued by Supervisory Engineer and that tenders indicating shorter duration for construction will not necessarily yield better results during evaluation procedure owing to the fact.

Tenders must be received at the address of the Contracting Authority specified in the Procurement Notice by the date and time quoted in the Procurement. Any tender received after this deadline will not be considered.

Participants were also informed that Minutes of Site Visits and Clarification Meeting will be published on CFCA web site (<http://www.safu.hr/en/tenders>).

After signing the List of participants the clarification meeting was concluded at 15:45 hrs.

