



MINISTRY OF FINANCE
DEPARTMENT FOR FINANCING EU ASSISTANCE
PROGRAMMES AND PROJECTS
CENTRAL FINANCE AND CONTRACTING UNIT

Establishment of two fishing ports – in Umag and Biograd n/m

TENDER N°2005-0505-0207

Minutes of Clarification Meeting and Site Visit

LOT 1:

Present:

Ms. Nikolina Dajak, Project Manager, CFCU, Ministry of Finance; Ms. Bojana Drvodelić, Contracting and tender evaluation officer, CFCU, Ministry of Finance; Ms. Irina Zorić, Ministry of Agriculture, Forestry and Water Management; Ms. Ivana Petrina Abreu, Ministry of Agriculture, Forestry and Water Management; Mr. Sergio Stojnić, Director of the Port authority Umag-Novigrad, Mr. Boris Matić, Fluming d.o.o. Rijeka; Ms. Sanja Arko, Fluming d.o.o. Rijeka;
and representatives of potential tenderers

A. Introduction

The Clarification Meeting started on 4 September 2007 at 11 am on the premises of the Port authority Umag-Novigrad (Trgovačka 1b, 52470 Umag), where the representative of the CFCU gave introductory information on the purpose and planned activities of the above mentioned Clarification Meeting and Site Visit. Following clarification meeting the participants were shown site location for construction of fishing pier – Umag.

B. Clarification Meeting

The representative of the CFCU opened the Clarification Meeting. She welcomed all attendees and thanked the Beneficiaries for providing assistance during the Clarification Meeting and Site Visit. The attendance list was circulated.

After short introduction the following points were emphasized:

- Administrative and technical criteria of the tender are strict. The tenders should fully comply with the Instructions to Tenderers in the Tender Dossier.

- Tenderers must use the templates from the Tender Dossier for their offer, otherwise they will not be administratively compliant (Tenderers can find the evaluation grids in Tender Dossier, Vol. 1, section 5).
- Tender dossier is available from the Ministry of Finance, Central Finance and Contracting Unit, Katančičeva 5, Zagreb, upon payment of 150€.
- The deadline for submission of offers is on 17 October 2007 at 12:00 hrs Zagreb local time and the tenders will be opened in public session on 17 October 2007 at 13:00 hrs at the office of the Central Finance and Contracting Unit, Ministry of Finance, Katančičeva 5, Zagreb.
- Tenderers must submit Tender Guarantee of 20.000€ for Lot 1, and 3.000€ for Lot 2 when submitting their tenders.
- All tenders must be submitted in one original, marked "original", and 5 copies signed in the same way as the original and marked "copy". In addition, proposal should include electronic form of the VOLUME 4 of the Tender Dossier.
- If Tenderers have any additional questions, they should submit them in writing at latest 21 days before the tender closing date, by e-mail to: cfcu@mfin.hr or by fax to: +385 1 4591 075. The answers to these questions will be published on the CFCU website at least 11 days before the deadline for submission of the tenders.
- All communication during the Tender procedure is in English.
- Tenderes may submit an offer for only one lot. However, Tenders for only parts of a lot will not be considered.

Q1: Is it obligatory to attend the clarification meeting and site visit organized for Lot 2?

Re1: No, as noted in the Procurement Notice (Article 13) and in the Instruction to Tenderers (Article 7), the tenderer is strongly advised, but not obliged, to attend the clarification meeting for the purpose of assessing all factors relevant for the preparation of the tender.

Q2: Will the participants who were present at clarification meeting/site visit receive a certificate of attendance?

Re2: No, since the clarification meeting /site visit is not obligatory, the certificates are not envisaged.

Q3: Who can attend the public opening session?

Re3: Although the opening session is public, participation in the tender opening session is restricted to representatives of the companies which are tendering for the contract.

C. Site visit

Representative of the Port authority Umag-Novigrad showed the participants a location where the works which are subject of the tender are to take place.

LOT 2:

Present:

Ms. Nikolina Dajak, Project Manager, CFCU, Ministry of Finance; Ms. Bojana Drvodelić, Contracting and tender evaluation officer, CFCU, Ministry of Finance; Ms. Irina Zorić, Ministry of Agriculture, Forestry and Water Management; Ms. Ivana Petrina Abreu, Ministry of Agriculture, Forestry and Water Management; Mr. Krunoslav Pešić, Director of Bošana d.o.o., Mr. Ivica Radas, Town of Biograd; Mr. Davor Ivanović, Town of Biograd; Mr. Josip Prcela, Designer, Montmontaža Hidroinženjering d.o.o.
None representative of potential tenderers was present.

A. Introduction

The Clarification Meeting started on 5 September 2007 at 10 am on the premises of the Town of Biograd na moru (Trg kralja Tomislava 5, 23210 Biograd na moru), where the representative of the CFCU gave introductory information on the purpose and planned activities of the above mentioned Clarification Meeting and Site Visit. Following clarification meeting the participants were shown site location for repair of fishing pier in Biograd na moru.

B. Clarification Meeting

The representative of the CFCU opened the Clarification Meeting. She welcomed all attendees and thanked the Beneficiaries for providing assistance during the Clarification Meeting and Site Visit. The attendance list was circulated. The Representative of the CFCU gave the introductory information on the purpose of the meeting. The participants were informed on the Decentralized Implementation System and its significance for the procedural issues. Although there were no representatives of potential tenderers the basic background information on the project were provided.

The following points were emphasized by the representative of the CFCU:

- Administrative and technical criteria of the tender are strict. The tenders should fully comply with the Instructions to Tenderers in the Tender Dossier.
- Tenderers must use the templates from the Tender Dossier for their offer, otherwise they will not be administratively compliant (Tenderers can find the evaluation grids in Tender Dossier, Vol. 1, section 5).
- Tender dossier is available from the Ministry of Finance, Central Finance and Contracting Unit, Katančićeva 5, Zagreb, upon payment of 150€.
- The deadline for submission of offers is on 17 October 2007 at 12:00 hrs Zagreb local time and the tenders will be opened in public session on 17 October 2007 at 13:00 hrs at the office of the Central Finance and Contracting Unit, Ministry of Finance, Katančićeva 5, Zagreb.
- Tenderers must submit Tender Guarantee of 20.000€ for Lot 1, and 3.000€ for Lot 2 when submitting their tenders.
- All tenders must be submitted in one original, marked "original", and 5 copies signed in the same way as the original and marked "copy". In addition, proposal should include electronic form of the VOLUME 4 of the Tender Dossier.

- If Tenderers have any additional questions, they should submit them in writing at latest 21 days before the tender closing date, by e-mail to: cfcu@mfin.hr or by fax to: +385 1 4591 075. The answers to these questions will be published on the CFCU website at least 11 days before the deadline for submission of the tenders.
- All communication during the Tender procedure is in English.
- Tenderes may submit an offer for only one lot. However, Tenders for only parts of a lot will not be considered.

C. Site visit

Representatives of the Town of Boigrad na moru showed the participants an old pier which needs to be reconstructed emphasizing the necessity and urgency of its rehabilitation.