



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

**Works for 5 Regional Institutions in Brodsko – Posavska and Požeško –
Slavonska Counties
TENDER N°2004-0101-0106**

Minutes of Clarification Meeting and of Site Visit

Present:

Ms. Ivana Podhraški, Project Manager, Head of Section, CFCU, Ministry of Finance; Ms. Nikolina Dajak, CFCU, Ministry of Finance; Mr. Mario Galić, PO-MARK (for the CFCU); Mr. Zoran Kostić, Task Manager, Transport and Infrastructure, Delegation of the European Commission to the Republic of Croatia; Ms. Maja Hranilović, Ministry of Sea, Tourism, Transport and Development; Ms. Davorka Hajduković, Ministry of Sea, Tourism, Transport and Development; Ms. Anica Radman, ECORYS; Mr. Vjekoslav Radišić, ECORYS; Mr. Daniel Stipić, Požeško – Slavonska County; Mr. Antun Dević, Požeško – Slavonska County; Mr. Marko Dumančić, Požeško – Slavonska County; Ms. Vida Iličić, Business Incubator in Pakrac; Ms. Senka Horvat, Town of Pakrac; Mr. Marijan Pierabon, Town of Pakrac, Mr. Ivan Sertić, Director of the Industrial Park in Nova Gradiška; Mr. Vinko Prskalo, Agricultural Technical School in Slavonski Brod; Mr. Tomica Galović, Udruga roditelja djece s posebnim potrebama; Ms. Ksenija Vuković, Elderly People's Home in Požega; Ms. Erna Gavrilović, Ercon d.o.o.; and representatives of potential tenderers

A. Introduction

The Site Visit started on 2 April 2007 at 10 am at the premises of the Business Incubator in Pakrac, where the representative of the CFCU gave introductory information on the purpose and planned activities of the above mentioned Clarification Meeting and Site Visit. Participants were shown all five site locations as follows: Business Incubator in Pakrac, Business Innovation Support Centre in Nova Gradiška, Agricultural Technical School in Slavonski Brod, Regional Centre for Children with Special Needs in Požega and Elderly People's Home in Požega.

The Clarification Meeting was held at Požeško – Slavonska County, Županijska 7, 34 000 Požega at 3 pm.

B. Site Visit

Representative of the CFCU opened the Site Visit at 10:00 at the premises of the Business Incubator in Pakrac. She welcomed all attendees and thanked the Beneficiaries for providing assistance during the Site Visit and Clarification Meeting. Besides, CFCU representative introduced the purpose and itinerary of the Site Visit. Ms. Iličić also welcomed all participants. After short introduction the List of Present Participants was completed and first location was perambulated.

Second location, Business Innovation Support Centre in Nova Gradiška, was presented by Mr. Sertić, Director of the Industrial Park in Nova Gradiška. Works to be carried out in the Nova Gradiška will be divided in two phases. First phase will be financed by Municipality Nova Gradiška. Second phase will be funded under the CARDS 2004 Programme. Thus, two potential Contractors should coordinate their activities at the building site.

Third visited location was Agricultural Technical School in Slavonski Brod. The building is remotely located from the main school buildings and it is used for the field practice. Superintendent showed participants the building and highlighted its poor condition and necessity of its restoration. In addition, he gave notice on recent fire on electrical installations.

Expected interventions on the Regional Centre for Children with Special Needs in Požega were introduced by Mr. Galović.

Last location was Elderly People's Home in Požega, whereas Ms. Gavrilović showed the participants the construction site where the works should be carried out

C. Clarification Meeting and discussion

Finally, the Clarification Meeting was held at Požeško – Slavonska County, Županijska 7, 34 000 Požega at 3 pm.

The CFCU representative once again welcomed all participants in the meeting and emphasized on the following points:

- 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 6).
- Tenderers must submit Tender Guarantee of 35.000€ when submitting their tenders.
- The deadline for submission of offers is on 14 May 2007 at 11:00.
- 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.

- For Financial identification form, Croatian entities should give information about their bank account in Kuna (payments to local firms are in Kuna). This requirement does not change the currency of the tenders, which is EURO.
- In the financial offer, the lump sum should be presented including contingencies of 8%. The Bill of Quantities (BoQ) must also be filled in. However, in case of arithmetical discrepancy between the two, the financial offer (lump sum) will prevail.
- The particularity of this tender is that, despite detailed drawings are provided by the contracting authority, the competition is based on a lump sum price. As a consequence, no re-measurement will be performed once the works are finished. Possible variations and discrepancies between the works as foreseen on the basis of the detailed design provided by the contracting authority and the works performed in reality shall be covered by the available contingencies as stated in the tender dossier. No other modification of price shall be allowed.
- All communication during the Tender procedure is in English.
- Tenderers must submit only one tender for the whole works. Tenders for only parts of the works will not be considered.

Q1: Does the Regional Centre for Children with Special Needs in Požega have a boiler-room?

Re1: Yes, the building is equipped with a boiler–room.

Q2: When was the building (part of the Agricultural Technical School) built?

Re2: The building was built in 1959.

Q3: Is it possible to apply for only one part of the Tender?

Re3: No, Tenderers must submit only one tender for the whole works. Tenders for only parts of the works will not be considered.

Q4: Is Tender Dossier also available in electronic form (so the Tenderers could directly fill in the templates)?

Re4: Yes. It will be provided by e-mail to all the Tenderers.

Q5: Do Tenderers have to submit the Tender Dossier in the electronic form?

Re5: No, as stated in Instructions to Tenderers (page 12, point 14.1.): All tenders must be submitted in one original, marked “original”, and 5 copies signed in the same way as the original and marked “copy”.