



Ministry of Sustainable Development and Tourism  
Directorate of Public Works

## **MINUTES OF SITE VISIT & INFORMATION MEETING**

**27<sup>th</sup> August 2015**

**Project Title: Design and Rehabilitation of unsanitary dumpsite “Cafe” in the Municipality of Bar, Montenegro**

**Publication reference: EuropeAid/137078/ID/WKS/ME**

The Contract Notice and Tender Dossier were published on the web sites of the EuropeAid, the Delegation of the European Union to Montenegro, Ministry of Sustainable Development and Tourism and Directorate of Public Works on 31<sup>st</sup> of July 2015.

An optional information meeting and site visit started at 9.00 a.m. on 27<sup>th</sup> August 2015 in the Municipality of Bar at the address: Bulevar Revolucije 1, 85000 Bar, Montenegro.

The following representatives attended the site visit and information meeting:

- representatives of 5 companies,
- representative of the Delegation of the European Union to Montenegro,
- representative of the Municipality of Bar (End Beneficiary), and
- representatives of the Directorate of Public Works (Contracting Authority).

The company representatives were welcomed by the representative of Directorate of Public Works and were briefly informed about the programme.

Participants proceeded to the dumpsite “Cafe” where the site area and some technical issues were discussed.

Afterwards, the information meeting was held at 13:00 p.m. in the premises of the Municipality of Bar.

The information meeting was opened by the representative of the Directorate of Public Works, who welcomed all the participants to the meeting and presented the main objectives and key stakeholders of this project. It is underlined that this is not a compulsory meeting (as per point 13 of the Contract Notice). However, the Directorate of Public Works issued a certificate of attendance to the prospective tenderers.

The importance for implementation of the rehabilitation of unsanitary dumpsite “Cafe” in the Municipality of Bar was communicated at the beginning of the meeting.

The representative of the Directorate of Public Works presented the following points:

- Public tender opening session will be held on 01<sup>st</sup> of October 2015 at 11.00 hrs, to which representatives of tenderers can attend.

- All prospective tenderers are kindly asked to submit questions to the Directorate of Public Works in writing up to 10<sup>th</sup> of September 2015 via E-mail, fax or letter (21 days before the deadline for submission of tenders), by specifying the publication reference and the contract title as stated in Instructions to Tenderers.
- Also, it was pointed out that the tender and all correspondence and documents related to the tender will be in English.
- The prospective tenderers were requested to submit any questions they might have regarding the tender only in writing, addressed to the Directorate of Public Works to the e-mail address indicated in relevant sections of the Tender Dossier (point 18 of the Contract Notice and point 8 of Instruction to Tenderers). Moreover, the prospective tenderers were informed that any verbal clarifications provided during this information meeting or during the inspection of available preliminary design documentation and the supporting investigations reports, will be confirmed only in writing as a response to written received questions. Deadline for submission of additional written questions is 21 days before the tender submission date.
- The Directorate of Public Works will reply to all tenderers' questions up to 18<sup>th</sup> of September 2015 (11 days before the deadline for receipt of tenders). The questions and answers will be published on the EuropeAid website at <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>, on the Ministry of Sustainable Development and Tourism website [www.mrt.gov.me](http://www.mrt.gov.me) and on the Directorate of Public Works - Montenegro website [www.djr.gov.me/direkcija](http://www.djr.gov.me/direkcija) as per item 8.1. of ITT. Therefore, the participants are suggested to follow up these websites in order to be informed regarding the progress of the tender process.
- The minutes of the clarification meeting and the site visit will be published on the EuropeAid website at <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>, on the Ministry of Sustainable Development and Tourism website [www.mrt.gov.me](http://www.mrt.gov.me) and on the Directorate of Public Works - Montenegro website [www.djr.gov.me/direkcija](http://www.djr.gov.me/direkcija) as per item 6.2. of ITT.
- Participants were informed that the participation is open to all legal persons [participating either individually or in a grouping (consortium) of tenderers] which are established in a Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the programme under which the contract is financed. It was also stated that all goods supplied under this contract must originate in one or more of these countries. The upper limit authorised for subcontracting is 30% of the value of the tender as per item 3.6 of Instruction to Tenderers.
- Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in the Tender Dossier and the tenders must be prepared carefully and accordingly.
- The currency of the tender is the Euro as per item 13.1 of Instructions to Tenderers.
- The validity of tenders is 90 days from the deadline for submission of tenders as per item 14 of Instruction to Tenderers.

- The tender guarantee with the amount of **EUR 50.000,00** (fifty thousand euro) must be provided as part of tender and the original guarantee must be included in the original tender as per item 15 of Instructions to Tenderers.
- The successful tenderer will be asked to provide a performance guarantee of 10% of the amount of the contract at the signing of the contract.
- The Contract refers to FIDIC (Yellow Book) Conditions of Contract.

The prospective tenderers asked several administrative questions for which the representatives of the Directorate of Public Works gave brief descriptions. Once again, it was pointed out that any verbal clarifications provided during this information meeting will be confirmed only in writing as a response to written received questions.

After the representatives of 5 companies in total have received “Certificate of Site Visit Attendance” and signed the information meeting and site visit Attendance sheet and Confirmation of acceptance of the site visit certificate as well, the meeting was closed at 13.40 hours.