



Ministry of Sustainable Development and Tourism
Directorate of Public Works

MINUTES OF SITE VISIT & INFORMATION MEETING

12.12.2016

Project Title: Berane Water Supply System Upgrade

Publication reference: EuropeAid/138556/ID/WKS/ME

The Contract Notice and Tender Dossier were published on 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 25th November 2016.

An optional information meeting and site visit started at 11:00 a.m. on 12th December 2016 in the Municipality of Berane at the address: IV Crnogorske brigade 1, 84300 Berane, Montenegro.

The following representatives attended the site visit and information meeting:

- representatives of 6 companies
- representative of the Public Utility Company “Vodovod i Kanalizacija” Berane, and
- representatives of the Directorate of Public Works (Contracting Authority).

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 was underlined that this was an optional meeting.

The importance for implementation of the Berane Water Supply System Upgrade in the Municipality of Berane was communicated at the beginning of the meeting.

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

- Deadline for submitting tenders is 30th January 2017 at 10:00 hrs CET.
- Tender opening session will be held on 30th January 2017 at 12:00 hrs. CET at Directorate of Public Works, Novaka Miloševa 18, 81000 Podgorica, Montenegro.
- All prospective tenderers are kindly asked to submit questions to the Directorate of Public Works in writing up to 09th January 2017 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



Ministry of Sustainable Development and Tourism
Directorate of Public Works

confirmed only in writing as a response to written received questions. Deadline for submission of additional written in question is 21 days before the tender submission date.

- The Directorate of Public Works will reply to all tenderers questions up to 19th January 2017 (11 days before the deadline for receipt of tenders). The questions and answers will be published on the EuropeAid website at <http://ec.europa.eu/europeaid/prag/document.do>, on the Delegation of the European Union to Montenegro website <http://delmne.ec.europa.eu/code/navigate.php?Id=1626> on the Ministry of Sustainable Development and Tourism website www.mrt.gov.me and on the Directorate of Public Works - Montenegro website www.djr.gov.me/direkcija as per item 8.2. of ITT. Therefore, the participants were 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 <http://ec.europa.eu/europeaid/prag/document.do>, on the Delegation of the European Union to Montenegro website <http://delmne.ec.europa.eu/code/navigate.php?Id=1626> on the Ministry of Sustainable Development and Tourism website www.mrt.gov.me and on the Directorate of Public Works - Montenegro website www.djr.gov.me/direkcija, as per item 6.3. of ITT.
- Participants were informed that the participation is open to all legal persons (participating either individually or in a grouping (consortium) of tenders) which are established in a Member State of the European Union or in a country or territory of the regions covered and/or authorized 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 authorized for subcontracting is 30% of the value of the tender as per item 3.6. of ITT.
- The currency of the tender is the Euro as per item 13.1. of ITT.
- The validity of tenders is 90 days from deadline for submission of tenders as per item 14 of ITT.
- The tender guarantee with the amount of EUR 14.000, and original guarantee must be included in the original tender.
- The successful tenderer will be asked to provide a performance guarantee of 10% of the amount of the contract at the signing the contract.

After the information meeting, the participants proceeded to the site locations where some technical issues were discussed.

The site visit was finished at 14:00 hrs CET.