



Ministry of Sustainable Development and Tourism  
Directorate of Public Works

## MINUTES OF SITE VISIT & INFORMATION MEETING

27<sup>th</sup> August 2015

**Project Title: Construction of the Sewage Network and Waste Water Treatment Plant (WWTP) in the Municipality of Berane**

**Publication reference: EuropeAid/136869/IH/WKS/ME**

The Contract Notice and Tender Dossier were published on the following web sites: EuropeAid, Delegation of European Union to Montenegro, Ministry of Sustainable Development and Tourism and the Directorate of Public Works on 17<sup>th</sup> of July 2015.

A mandatory Site visit and Information meeting started on 27<sup>th</sup> of August 2015 at 11:00 a.m. in the premises of the Municipality of Berane.

The following representatives attended the Site visit and Information meeting:

- representatives of 19 companies;
- representative of the Delegation of European Union to Montenegro;
- representatives of the Directorate of Public Works (Contracting Authority);
- representatives of the Municipality of Berane (End Beneficiary);
- representatives of the IPF3 Tehnical Assistance;
- representatives of the "Project-Consulting" d.o.o.- Podgorica;
- representatives of the "Vodovod i kanalizacija" d.o.o. – Berane.

The Site visit and Information meeting, organized by the Directorate of Public Works and the Municipality of Berane, was opened by the representative of the Contracting Authority, who welcomed all the participants, and briefly informed about the programme.

Participants were informed about the following:

- Project area,
- Information concerning Tender dossier:
- **For Lot 1:** The contract will include complete engineering design and construction of new WWTP for the Town of Berane, in particular the following:
  - the design of WWTP for capacity of the Phase II
  - construction of preliminary and sludge treatment facilities capacity of 27,000 p.e.



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- construction of biological treatment facilities, capacity of 20,000 p.e.
- construction of discharge pipeline

The contract will be implemented as per FIDIC Conditions of Contract for Plant and Design-Build Contract (Yellow Book), First Edition, 1999.

- **For Lot 2:** The Works Contract includes construction of wastewater collection system including 21 km sewer mains, sewer manholes, River crossing with regulation of River bed along the crossing and 1.4 km of storm-water collectors. The contract will be implemented as per FIDIC Conditions of Contract for Construction for Building and Engineering Works Designed by the Employer, (Red Book), First Edition 1999

After the Site visit is completed, the Information Meeting was organized in premises of the Municipality of Berane.

The recorded proceedings of the meeting are as follows:

- The Information Meeting started at 12:10 p.m.
- All 26 representatives of potential tenderers signed the attendance sheet
- It is underlined that this is mandatory meeting (as per point 13 of contract notice), and therefore the Contracting Authority will issue a certificate of attendance to the potential tenderers. The potential tenderers were reminded that the original of the signed Certificate of Attendance shall be submitted with the Tender documentation.
- The Meeting was opened by the representative of the Contracting Authority, who welcomed all the participants and presented the main objectives of this project as well as the importance of implementation of the wastewater infrastructure in the Municipality of Berane.
- The potential tenderers were requested to submit any questions they might have regarding the tender only in writing, addressed to the Contracting Authority 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 potential tenderers were informed that any verbal clarifications provided during this information meeting 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. Answers to all questions will be published on the EuropeAid website <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> , on the Directorate of Public Works – Montenegro website [www.djr.gov.me/direkcija](http://www.djr.gov.me/direkcija) and on the Ministry of Sustainable Development and Tourism website [www.mrt.gov.me](http://www.mrt.gov.me) . The Minutes of the Information meeting and Site visit, without the attendance sheet, will be published as well, and made available to all the potential tenderers at the same web sites. Therefore, all the potential tenderers were suggested to follow up these websites on daily basis in order to be informed regarding the progress of the tender process.



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- The potential tenderers were reminded that, as a part of its tender, a tender guarantee must be submitted in the form set out in Volume 1, Section 3 of the tender dossier, or in another form acceptable to the Contracting Authority that meets the essential requirements set out therein. The tender guarantee must be for an amount of: EUR 120,000 for LOT 1 and EUR 90,000 for LOT 2. The original guarantee must be included in the original tender.
- A successful tenderer will be required to submit with countersigned contract the performance guarantee set at 10 % of the amount of the contract and must be presented in the form specified in the Volume 2, Section 4 to the tender dossier.
- The meeting concluded with the signature and issuance of the 19 originals of the Certificates of Attendance to the companies whose representatives attended the meeting.
- The meeting was closed at 13.00 hours.