



Republic of Serbia
MINISTRY OF FINANCE
Department for Contracting and
Financing of EU Funded Projects
(CFCU)



An EU funded project

Information Meeting and Site Visit

Improving Living Conditions in Correctional Institute for Women in Požarevac

EuropeAid/138274/ID/WKS/RS

Date/Time: 17.08.2016, 09:00h

Venue: Penal and Correctional Institute for Women in Požarevac,

Moše Pijade bb, 12000 Požarevac, Republic of Serbia

AGENDA

09:00 - 09:20	REGISTRATION
09:20 - 09:30	Opening of the meeting and welcome words – Beneficiaries representatives: Ms Ljupka Podunavac, Ministry of Justice, Head of Section for Project Implementation Ms Anka Gogić Mitić, Deputy Warden of Penal and Correctional Institute for Women in Požarevac
09:30 - 09:35	Welcome words and procedurals details – CFCU representative: Mr. Saša Marković, Ministry of Finance, Department for Contracting and Financing of EU Funded Programmes (CFCU), Project manager in Division for Tender Preparation and Project and Contract Management
09:35 - 09:45	Presentation of the Project - Expert from the Technical Assistance Programme to Ministry of Justice: Ms Gordana Bajić, A.R.S. Progetti S.P.A
09:45 - 09:55	Signing of Certificates of attendance
09:55 - 11:00	Visit to the location of the future Works
11:00 - 11:30	Main Design Inspection - drawings only
11:30	Closing of the Site Visit

Minutes of the Information Meeting and Site Visit

On behalf of the Beneficiaries, the participants of the meeting were welcomed by Ms Ljupka Podunavac, Ministry of Justice, Head of Section for Project Implementation and Ms Anka Gogić Mitić, Deputy Warden of Penal and Correctional Institute for Women in Požarevac. The representatives of the Beneficiaries presented the main parties in the project implementation, background of the project and underlined its importance for the improving living conditions in Penal and Correctional Institute for Women in Pozarevac. Participants were informed about security procedures during the site visit.

On behalf of the Contracting Authority (CFCU), Mr. Saša Marković welcomed the participants and presented the overall context of project implementation. Participants were informed that all the important dates related to the tender can be found in the respective tender dossier. The tenderers were informed that any questions related to the tender must be sent in writing, in accordance with the provisions of the tender dossier. It was confirmed that all requested clarifications (all received questions and their answers) will be published as indicated in the tender dossier and contract notice.

Ms Gordana Bajić, Expert from the Technical Assistance Programme to Ministry of Justice for the project, A.R.S. Progetti S.P.A, gave a description of the project, showing the scope and basic technical features of the project.

The first part of the meeting concluded with issuing of Certificates of Attendance to the companies that attended the meeting. In total, 11 (eleven) Companies registered at the meeting and the site visit (the Attendance list is annexed to the Minutes).

Under the guidance Ms Gordana Bajić, A.R.S. Progetti S.P.A, and Beneficiaries` representatives, the participants subsequently moved to the Project sites, which were visited and inspected by the participants as planned.

After the site visit, the participants were enabled to review the Main Design – drawings only. Due to number of participants, it was agreed to assign one more date for inspection of the Main Design - drawings only. The inspection of the drawings was scheduled for 30th August 2016 from 10:00 AM to 14:00 PM, at Penal and Correctional Institute for Women in Požarevac, Moše Pijade bb. The tenderer will need to register for the additional inspection of the drawings at the latest on 26th August until 15:00 PM, writing to email: ljupka.podunavac@mpravde.gov.rs.

The site visit was closed at 11:30 hours.