



Republic of Serbia  
**MINISTRY OF FINANCE**  
**Department for Contracting and**  
**Financing of EU funded Programmes**

No: 48-00-175/2014-28

1 March 2017

3-5 Sremska St.

B e l g r a d e

**Construction of the Waste Water Treatment Plant for the City of Raška**  
**Republic of Serbia**

**EuropeAid/138712/ID/WKS/RS**

**Information meeting and site visit of the future works**

**Date/Time: 13.02.2017, 12:00h**

**Venue: Premises of Municipality of Raška,**  
**36350 Raška, Republic of Serbia**

**AGENDA**

12:00 – 12:10	Registration
12:10 – 12:30	Opening of the meeting and welcome words – Beneficiaries representatives: Mayor of Raška Public Utility Company Raška Ministry of Agriculture and Environment Protection European Union Delegation in Serbia
12:30 – 12:40	Welcome words and procedural details – Central Finance and Contracts Unit representative
12:40 – 13:00	Presentation of the Project Consultant EPTISA
13:00 – 13:30	Visit to the location of the future Works
13:30 – 14:00	Issuance of Certificates of attendance
14:00	Closing of the Site Visit

On behalf of the End Recipient of the project “*Construction of the Waste Water Treatment Plant for the City of Raška*”, the participants of the meeting were welcomed by Mr. Ignjat Rakitić, Mayor of the Municipality of Raška and Mr. Radomir Jacović, Technical Director of the Public Utility Company “Raška”. The representatives of the Beneficiary presented the background of the project and underlined its importance for the improvement of water supply services and waste water management system in the Raška municipality.

On behalf of the EU Delegation to Serbia, Mr. Vidmantas Ruplys pointed that the bidding period and implementation period has been slightly reduced and encouraged bidders to ask questions during this meeting on any matters which are not clear in the tender documents.

On behalf of the Contracting Authority (CFCU), Mr. Miloš Trajković, Project Manager, welcomed the participants and presented the overall context of the Project, as well as the main parties in the Project implementation. The participants were informed that any questions related to technical and/or legal aspect of tender dossier and site inspection must be submitted in writing to the addresses listed in the tender dossier and that the Contracting Authority shall issue official answers at the addresses indicated in the tender dossier in line with the deadlines listed therein. Only these answers shall be considered as official answers of the Contracting Authority.

The participants were informed that each company attending the meeting and site visit need to receive Certificate of attendance and all tenders must include this Certificate. It is stated that in the case of a consortium it is sufficient that at least one member of the consortium has participated to the site visit and the corresponding attendance certificate is included in the offer.

On behalf of the EPTISA, Mr. Boban Karabašević gave a presentation to the meeting participants, showing the scope of the project, basic technical features of the project components and maps with the project locations (the Presentation is annexed to the Minutes).

During the site visit there were several questions asked:

- Where to obtain the CD with the Volume 6?

Answer: As stated in the Contract Notice, Article 18, How to obtain the tender dossier:

"The tender dossier is available for collection from Contracting Authority (CFCU) on CD-ROM, free of charge, which excludes courier delivery, at the following address:

Ministry of Finance

Department for Contracting and Financing of EU Funded Programmes (CFCU)

3-5 Sremska St., VII floor, Office 701

11000 Belgrade, Republic of Serbia.

Opening hours of the Contracting Authority: 8:30 – 15:00 CET, Monday to Friday...".

Any person representing potential tenderer can obtain tender dossier at premises of the Contracting Authority. No authorization or power of attorney is needed.

- What has to be done with the access road during the construction and after?

Answer to this question will be issued at later stage.

- Where is connection point for the electricity and if it is sufficient?

Connection point of whole WWTP (including Inlet Pumping Station) to the 10 kV public MV shall be on a corner of WWTP yard. Please see ER “2.6.3 Supply Voltage” as well as “Technical requirements for connection to the electric power network - PD Elektrosrbija d.o.o. Kraljevo, ED Raska” (Volume 6).

- Whether the chamber for emptying wastewater from the septic tanks is going to be incorporated? If not, why? How/where collected wastewater to be disposed then?

Answer to this question will be issued at later stage.

- Should bidders prepare the drawings for the second phase (nutrient removal) and attach it to the tender proposal

At this stage only removal of the SS and BOD is foreseen to be implemented, however, the tenderer in his tender proposal has to design entire plant, which, at the later stage can be easily adapted (meaning that all structures build during the first stage should not be demolished). The tenderer's design of the WWTP should allow (and to present) future extension of the plant, by preserving adequate spaces for the construction of additional tanks and structures and installation of additional process equipment necessary for the BNR (biological nutrient removal).

In accordance with ER “3.2 Tender Design / Contractor's Proposal” as a minimum for the offer “With respect to layout of the treatment facilities, the Tenderer shall take into account possibility of future development of the WWTP.”

Under the guidance of the project “*Construction of the Waste Water Treatment Plant for the City of Raška*”, representatives of the participants moved to the Project site and inspected it.

Following the presentation and site visit, representatives of the Contracting Authority issued the Certificates of Attendance to the companies that attended the meeting. The list of companies which received the Certificate of Attendance with signatures of persons who received the Certificates on behalf of respective companies is annexed to the Minutes.

The site visit was closed at 14:00.