



Republic of Serbia  
**MINISTRY OF FINANCE**  
**Department for Contracting and Financing**  
**of EU funded Programmes**  
No: 48-00-00059/2015-28  
24 February 2017.  
3-5 Sremska St.  
Belgrade

**The Construction of the Building for Emergency Services in Novi Pazar Health Centre and the Finishing the Construction of a New Block within Vranje Hospital**

**EuropeAid/138746/ID/WKS/RS**  
**Lot 1 - The Construction of the Building for emergency Services in Novi Pazar Health Centre**

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

**Date/Time: 21.02.2017, 13:00h**

**Venue: Gradska uprava, Stevana Nemanje br.2, 36300 Novi Pazar, Republic of Serbia**

**AGENDA**

<b>Date</b>	<b>Time</b>	<b>Activity</b>
<b>21-02-2017</b>	<b>13:00 – 13:30</b>	Introductory remarks
		Opening of the meeting and welcome words – Dr Ervin Ćorović, Director of Novi Pazar Health Center
		Procedurals details – CFCU representative: Ms Vanja Dumeljić
		Presentation of the Project – Ms Jasmina Ilić UNOPS
	<b>13:30 – 14:00</b>	Issuance of Certificates for Attendance at Information Meeting and Site Visit
<b>14:00 – 14:30</b>	Site visit	

In the beginning of the information meeting related to the project “*The Construction of the Building for emergency Services in Novi Pazar Health Centre*”, the participants of the meeting were welcomed by Dr. Ervin Ćorović, Director of Novi Pazar Health Center, Ms. Jasmina Ilić, UNOPS representative and Ms. Vanja Dumeljić, representative of Contracting Authority.

Mr. Ćorović, on behalf of the End Recipient, underlined the importance of building the Emergency Services for Novi Pazar Health Center and explained that this project will bring benefits not only to the habitants of the Novi Pazar, but also to the people coming from Tutin, Sjenica, Raška, north part of Kosovska Mitrovica and Zubin potok.

On behalf of the Contracting Authority (CFCU), Ms. Vanja Dumeljić, welcomed the participants and presented the overall context of the project, as well as the main parties involved in project implementation. The participants were informed that questions related to technical and/or legal aspect of tender dossier and site inspection should be submitted in writing to the addresses listed in the tender dossier until 14 March 2017. The Contracting Authority shall issue official answers at the addresses indicated in the tender dossier until 24 March 2017. These answers shall be considered as official answers of the Contracting Authority. The deadline for submitting tenders is 4 April 2017 at 12:00, and on the same day the tender opening session will be held at 14:00.

It has been highlighted that Tender Dossier, except Volume 5, is available online and the link has been provided in the Power Point presentation. The instructions to obtain Volume 5 are provide in the **Contract Notice**, *Article 18 – How to obtain tender dossier*, and CDs with it have been brought by representatives of CA and given to the participants during the information meeting.

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 in tender proposal. 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.

Ms. Jasmina Ilić informed participants of the technical aspect of the facility that will be built.

Under the guidance of the parties involved in the preparation of the project “*The Construction of the Building for emergency Services in Novi Pazar Health Centre*”, representatives of the participants moved to the location where mention facility shall be build and inspected it.

Several questions were posed during the site visit:

Q1: Will the expanses of engaging the surveyor’s services be covered by the works contract?

A1: Please refer to the **Volume 3, Technical Specifications Article 1.8.3 Construction Control:**

*“The Contractor must, at his own expense, institute a quality control system and provide experienced Engineers, foreman, surveyors, material technicians, other technicians and other technical staff, together with all transport, instruments and equipment to ensure adequate supervision and positive control of the Works at all times.”*

Q2: Has the building permit been issued?

A2: The building permit has been issued on 23.10.2015 on behalf of Grad Novi Pazar.

Q3: When is expected commencement date of the contract?

A3: As it is stated in Volume 2, Section 2 - General Conditions Article 33.3. *“Save where the Parties agree otherwise, the period of implementation of tasks shall start no later than 180 days following notification of award of the contract.”*

Q4: What is the deadline for submitting the offers and questions and answers to the CA?

A4: Please refer to the folder *1. General documents Lot 1 and Lot 2, Section 1 – Instruction to tenders Article 1.2 Timetable*. In this part it is indicated that the deadline for submitting tenders is **04 April 2017** at **12:00**, and that tender opening session is on the same date at **14:00**. Deadline for requesting any additional information from the Contracting Authority is **14 March 2017** and the last date on which additional information are issued by the Contracting Authority is **24 March 2017**.

In addition please also refer to the Contract Notice, Article 19 – Deadline for submission of tenders.

Q5: Does the CD related to the Volume 5 include the execution design (*“projekat za izvođenje radova”*) or design for building permit (*“projekat za građevinsku dozvolu”*)?

A5: The CD contains the execution design (*“projekat za izvođenje radova”*).

Following the 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 14:30.