



Republic of Serbia  
**MINISTRY OF FINANCE**  
**Department for Contracting and Financing**  
**of EU funded Programmes**  
No: 48-00-00059/2015-28  
28 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 2 - The Finishing the Construction of a New Block within Vranje Hospital**

**Information meeting and site visit of the future works**  
**Date/Time: 23.02.2017, 12:00h**  
**Venue: Gradska uprava, Kralja Milana br.1, 17500 Vranje, Republic of Serbia**

**AGENDA**

<b>Date</b>	<b>Time</b>	<b>Activity</b>
<b>23.02.2017.</b>	<b>12:00 – 12:30</b>	Introductory remarks
		Opening of the meeting and welcome words – Mr Slobodan Milenković, Mayor of Vranje
		Procedurals details – CFCU representative: Vanja Dumeljić
		Presentation of the Project – Ms Jasmina Ilić UNOPS
	<b>12:30 – 12:00</b>	Site visit
	<b>13:00 – 13:15</b>	Issuance of Certificates for Attendance at Site Visit

In the beginning of the information meeting related to the project “*The Finishing the Construction of a New Block within Vranje Hospital*”, the participants of the meeting were welcomed by Mr. *Slobodan Milenković*, Mayor of Vranje, Ms. *Jasmina Ilić*, UNOPS representative and Ms. *Vanja Dumeljić*, representative of Contracting Authority.

Mr. Slobodan Milenković on behalf of the End Recipient, underlined the importance of the project “Finishing the Construction of a New Block within Vranje Hospital” and explained that it will bring benefits not only to the habitants of the Vranje, but also to the people coming from this region.

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 visit 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 containing these documents 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 which construction will be finished through the works contract.

Dr. Dragan Veličković, director of Vranje Health Center welcomed and thanked for coming all the participants. He pointed out the importance of this project for the citizens of Jablanica District and the Kosovsko - Pomoravski District.

Under the guidance of the parties involved in the preparation of the project “*The Finishing the Construction of a New Block within Vranje Hospital*”, representatives of the participants moved to the location where the mentioned facility is.

Several questions were posed during the site visit:

**Q1: Which licenses are mandatory for engineers, what criteria are from them required and how many workers should be in the site?**

**A1:** Please refer to the Volume 3, Technical specifications, 0.12 TECHNICAL PROFESSIONAL CAPACITY OF THE TENDERER where criteria for the following key personnel that should be committed by the tenderer for the successful achievement of this contract is described. In addition, it is stated that *“Site Engineer, Electrical Engineer and Mechanical Engineer positions must possess, the relevant professional licenses as required by law on Planning and Construction of the Republic of Serbia and other relevant legal provisions.”*

Volume 1, Section 1 – Instructions to Tenderers, Article 12.1 for Lot 2 states:

*“a list of the staff for execution of the contract, with the CVs of key staff (Forms 4.6.1.2 and 4.6.1.3)...”. Please, also check part of Article 12.1 which reads: “a critical bar chart showing times and duties allocated for employees for this contract (Form 4.6.3) defines all workers on site, which the bidder will propose.”*

**Q2: Is the vendor list included in the tender dossier and where is it if yes?**

**A2:** Such list is not included in the tender dossier. Tenderers are free to select their suppliers as long they comply with country of origin requirements stipulated in ITT (1st para), **Section 8** of the **Contract Notice** and **Sub-clause 40.1** of the **Contract Special Conditions**. Information about materials and equipment to be proposed for incorporation into permanent works should be provided in Form FORM 4.6.2b – *“List of supplies and materials”*.

**Q3: What is the state of pipes for medical air if they exist in the facility?**

**A3:** They exist in the facility and further information of their state will be answered through clarifications on the tender dossier (Q&A).

**Q4: Does the shaft for elevator exit in the facility?**

**A4:** Yes.

**Q5: Should the works contractor engage company that will execute the extermination of rats, insects and pigeons and who will bear the expenses?**

**A5:** No. The extermination of rats, insects and pigeons is not the obligation of the contractor.

**Q6: Is it allowed that the facility is visited by potential tenders in following period, before deadline for submission of offers? Would this endanger the tender procedure?**

**A6:** Bidders are allowed to go and inspect the future construction site in order to prepare the tender proposal. Firstly, they will have to register and contact Mr. Sreten Stoilković, the head of technical services in Vranje Health Center:

Tel: 064 / 133 05 90

066 / 866 10 25

Email: [sreten.stoilkovic@gmail.com](mailto:sreten.stoilkovic@gmail.com)

Please note that companies which did not have representatives present at obligatory meeting and visit, will not be entitled to receive signed Certificates even though they will arrange individually site visits with local contact person.

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 13:30.