



Republic of Serbia
MINISTRY OF FINANCE
Department for Contracting and
Financing of EU Funded Programmes
No: 48-00-115/2018-28
3-5 Sremska Street
Belgrade

Subject Obligatory site visit and information meeting

Project Reconstruction of the Reception Centre for the Asylum Seekers

Publication reference EuropeAid/139896/ID/WKS/RS

Venue Asylum center in Obrenovac
Ul. Nemanjina 130, 11 500 Obrenovac

Date/time of the meeting 12 October August 2018, 11:00

AGENDA

11:00 - 11:05	Opening of the meeting - Beneficiary representative, Commissariat for Refugees and Migration
11:05 - 11:20	Procedural details - Contracting Authority representative, Ministry of Finance, Department for Contracting and Financing of EU Funded Programmes
11:20 - 11:35	Presentation of the project - Beneficiary representative, Commissariat for Refugees and Migration
11:35 - 11:45	Issuance of Certificates of attendance
11:45 - 12:30	Visit of the location
12:30	Closing of the information meeting and site visit

MINUTES OF THE MEETING

Project Manager from Commissariat for Refugees and Migration opened the meeting and welcomed the participants.

Project Manager from the Contracting Authority presented the overall context of project implementation, as well as the main parties in the 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 the purpose of the meeting was the site visit only and that any questions related to technical and/or legal aspects of tender dossier and site inspection must be submitted in writing to the address listed in the tender dossier. The Contracting Authority shall issue official answers at the addresses indicated in the tender dossier in line with the deadlines listed therein. Only answers received in writing 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 in their offer. 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.

Representative from Commissariat for Refugees and Migration presented the main scope of the project and basic technical features of the project.

Following the presentation, Project Manager from 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 meeting was subsequently moved to the facilities that are subject of the works contract, which was visited and inspected by the participants.

The meeting was closed at 12:30 hours.

Tenderers are allowed to visit and inspect the future construction site in order to prepare the tender proposal, every day except Monday from 10:00-12:00h. Firstly, they will have to register writing to: pcobrenovac@gmail.com in cc: jelena.govedarica@kirs.gov.rs and miodrag.ninic@kirs.gov.rs.