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| |  | | --- | | Republic of Serbia  **MINISTRY OF FINANCE**  **Department for Contracting and Financing of EU Funded Programmes**  No: NEAR/BEG/2021/EA-OP/0131  3-5 Sremska Street  B e l g r a d e | | **C:\Users\VLASTI~1.GOV\AppData\Local\Temp\EUzaTebe_logo.png**  **This project is funded by the European Union** |

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| **Subject** | Mandatory clarification meeting and site visit |
| **Project** | Construction and Upgrading of Municipal Wastewater Collection and Treatment system in Kraljevo |
| **Publication reference** | NEAR/BEG/2021/EA-OP/0098 |
| **Venue** | Trg Jovana Sarića br. 1, 36000 Kraljevo |
| **Date/time of the meeting** | 15 September 2021, 11:00 |

**AGENDA**

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| 11:00 – 12:00 | Site Visit- WWTP location\* Ratinska ulica, Divlje polje |
| 12:00 - 12:30 | Connection/Registration for the Information Meeting |
| 12:30 - 12:40 | Opening of the meeting and welcome words-  Mayor of the City of Kraljevo |
| 12:40 – 13:00 | Presentation and procedural details –  Project Manager, Department for Contracting and Financing of EU Funded Programmes(CFCU) |
| 13:00 -13:20 | Presentation of the project –  Project Consultant PPF6 |
| 13:20 - 13:30 | Questions/Answers |
| 13:30 | Issuing Certificates and Closing of the Meeting |

**MINUTES OF THE MEETING** **AND SITE VISIT**

Site Visit at Ratinska ulica, Divlje polje started at 11:00h and was finished at 12:00h. After that, participants registered for the information meeting.

On behalf of the City of Kraljevo, Mayor of the City opened the meeting and welcomed the participants.

Project Manager in Division for Tender Preparation and Project and Contract Management, on behalf of the Contracting Authority, Ministry of Finance, Department for Contracting and Financing of EU Funded Programmes (CFCU), presented procedural details regarding this tender, 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. Project Manager underlined the fact that any questions related to technical and/or legal aspect of tender dossier 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 mandatory clarification meeting and which attended the mandatory 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 mandatory clarification meeting and that the corresponding attendance certificate is included in the offer.

Project Manager pointed out that participation at the tender opening session is restricted to authorised representatives of the companies that are tendering for the contract and that each representative will have to submit the document of authorisation.

Presentation of the project – was done by Project Consultant

After presentation the discussion regarding tender dossier and tender procedure was raised, with the questions from the participants regarding mentioned subject. Representative of the Contracting Authority (CFCU) informed participants that any questions related to technical and/or legal aspect of tender dossier and site inspection (visit) must be submitted in writing as listed in the tender dossier and that the Contracting Authority shall issue official answers as indicated in the tender dossier in line with the deadlines listed therein. Only these answers shall be considered official answers of the Contracting Authority.

It was discused if a separate site visit could be organised in the WWTP site, representative of the Ministry of Environment stated that no second official site visit will be arranged by the Contracting Authority, Ministry of Environment or City of Kraljevo, however bidders may visit the WWTP site again in order to understand better existing conditions.

Following the presentation and discussion, the meeting was closed and representative of the Contracting Authority issued the Certificates of attendance to the companies that attended both, the mandatory site visits and mandatory 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.

Meeting was closed at 13:30 hours.