



Republic of Serbia  
**MINISTRY OF FINANCE**  
**Department for Contracting and  
Financing of EU Funded Programmes**  
No: NEAR/BEG/2021/EA-OP/0122  
3-5 Sremska Street  
Belgrade



**#EY  
ЗА ТЕБЕ**

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<b>Subject</b>	Mandatory clarification meeting and site visit
<b>Project</b>	Construction of Municipal Wastewater Treatment and Collection System in Niš
<b>Publication reference</b>	NEAR/BEG/2021/EA-OP/0122
<b>Venue</b>	28a Orlovića Pavla Str., 18000 Niš
<b>Date/time of the meeting</b>	28th January 2022, 12:00

#### **AGENDA**

11:30 – 12:00	Gathering at 28a Orlovića Pavla Str.
12:00 – 15:00	Site Visit- WWTP location at “Ciganski ključ” and WWP at Medijana
15:00 – 15:30	Registration for the Information Meeting
15:30 – 15:40	Opening of the meeting and welcome speech: Representative of the City of Niš
15:40 – 16:30	Presentation of the Project Ministry of Finance (CFCU), Department for Contracting and Financing of EU Funded Programmes  Technical parts: PEID Team
16:45-	Issuing Certificates and Closing of the Meeting

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

The participants gathered at the municipal building at 28a Orlovića Pavla Str. at 12:00h, from where the transport to the location of the site for WWTP “Ciganski ključ” and WWP at Medijana was organised. The Site visit finished shortly before 15:00h. After that, the participants were taken back to the initial place of gathering for the Information meeting.

On behalf of the City of Niš, Mr. Dušan Radivojević, Director of the Office for Local Economic Development of the City of Niš, opened the meeting and welcomed the participants. Following that, on behalf of the Ministry of Environmental Protection as the End Beneficiary and of the Delegation of the European Union to the Republic of Serbia, Mr. Nenad Robajac and Mr. Jordi Cadilla Falco also addressed some words to the participants.

The Project Manager in the Division for Tender Preparation and Project and Contract Management and representative of the Contracting Authority, Ministry of Finance, Department for Contracting and Financing of EU Funded Programmes (CFCU), Ms. Vera Blažon, presented the procedural details regarding this tender, as well as the main parties in the project implementation. The Project Manager underlined the fact that any questions related to technical and/or legal aspects of the tender dossier must be submitted in writing to the addresses indicated in the tender dossier, and that the Contracting Authority shall issue official answers at the same addresses in line with the deadlines listed therein. Only those 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 consortium’s offer. It was also mentioned that if any representative of the company has not brought the official authorization document, but has been present on the site visit and the information meeting, will be able to receive the Certificate of attendance following the submission of the authorization document by e-mail, after which the Certificate will be dispatched to them by e-mail as well.

The 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.

The presentation of the technical part of the tender dossier was done by Ms. Dragana Vasić, Project Consultant from the PEID project. It was noted that in one of the presentations shown (file ‘Presentation - Site Visit Niš final’ page 6) the wrong timetable was included by mistake, but the participants were reminded that all important dates related to the tender can be found in the Contract Notice and Instructions to Tenderers of the published tender dossier, and must refer to those as the ones in force.

After the presentation Mr. Vidmantas Ruplys, representative of the Delegation of the European Union to the Republic of Serbia, stated that an important issue within the published tender dossier would need to be addressed as soon as possible by the Contracting Authority, namely an omission in the contract conditions related to the amount of design insurance (Art. 18.5 PCC refers to the Appendix to Tender but such detail is not included there). He also encouraged the potential tenderers to use their opportunity to voice other questions or doubts. Ms. Vera Blažon stated that all questions/suggestions from all the participants are welcome and that the Contracting Authority will prepare the answers and/or corrections as deemed necessary.

As there were no other questions from the representatives of the companies present, the meeting was closed and the Project Manager of the Contracting Authority issued the Certificates of attendance to the companies that attended both the mandatory site visit and mandatory meeting.

The meeting was closed at 16:00 hours.