



Ministry of Sustainable Development and Tourism  
Directorate of Public Works

## **MINUTES OF SITE VISIT & INFORMATION MEETING**

**8<sup>h</sup> April 2016**

**Project Title: Design and Rehabilitation of Vrtijeljka dumpsite in the Municipality of Cetinje, Montenegro**

**Publication reference:** EuropeAid/137946/ID/WKS/ME

The Contract Notice and Tender Dossier were published on the web sites of the EuropeAid, the Delegation of the European Union to Montenegro, Ministry of Sustainable Development and Tourism and Directorate of Public Works on 14<sup>th</sup> of March 2016.

An optional information meeting and site visit started at 13.00 p.m. on 8<sup>th</sup> April 2016 in the Municipality of Cetinje at the address: Bajova 2 (Kancelarija 94), 81250 Cetinje, Montenegro.

The following representatives attended the site visit and information meeting:

- representatives of 8 companies,
- representatives of the Delegation of the European Union to Montenegro,
- representative of the Ministry of Sustainable Development and Tourism (Body responsible for the Priority Measure),
- representatives of the Municipality of Cetinje (End Beneficiary), and
- representatives of the Directorate of Public Works (Contracting Authority).

The company representatives were welcomed by the representative of the Municipality of Cetinje and Directorate of Public Works and were briefly informed about the programme.

Participants proceeded to the dumpsite „Vrtijeljka“ where the site area and some technical issues were discussed.

Afterwards, the information meeting was held at 14:30 p.m. in the premises of the Municipality of Cetinje. The information meeting was opened by the representative of the Municipality of Cetinje who welcomed all the participants and presented the main objectives and key stakeholders of this project. The importance for implementation of the rehabilitation of dumpsite „Vrtijeljka“ in the Municipality of Cetinje was communicated at the beginning of the meeting

After introduction word, representative from the Directorate of Public Works reminded participants about the following:

- Deadline for offers is 17<sup>th</sup> of May 2016 at 10:00 hrs Central European Time (CET) nad Public tender opening session will be held on the same day at 11.00 hrs.

- All prospective tenderers are kindly asked to submit questions to the Directorate of Public Works in writing up to 26<sup>th</sup> of April 2016 via E-mail, fax or letter (21 days before the deadline for submission of tenders), by specifying the publication reference and the contract title as stated in Instructions to Tenderers. The prospective tenderers were requested to submit any questions they might have regarding the tender only in writing, addressed to the Directorate of Public Works to the e-mail address indicated in relevant sections of the Tender Dossier (point 18 of the Contract Notice and point 8 of Instruction to Tenderers). Moreover, the prospective tenderers were informed that any verbal clarifications provided during this information meeting will be confirmed only in writing as a response to written received questions

- Also, it was pointed out that the tender and all correspondence and documents related to the tender will be in English.

- The Directorate of Public Works will reply to all tenderers' questions up to 6<sup>th</sup> of May 2016 (11 days before the deadline for receipt of tenders). The questions and answers will be published on the EuropeAid website at <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>, on the Ministry of Sustainable Development and Tourism website [www.mrt.gov.me](http://www.mrt.gov.me) and on the Directorate of Public Works - Montenegro website [www.djr.gov.me/direkcija](http://www.djr.gov.me/direkcija) as per item 8.1. of ITT. Therefore, the participants are suggested to follow up these websites in order to be informed regarding the progress of the tender process.

- The minutes of the clarification meeting and the site visit will be published on the EuropeAid website at <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>, on the Ministry of Sustainable Development and Tourism website [www.mrt.gov.me](http://www.mrt.gov.me) and on the Directorate of Public Works - Montenegro website [www.djr.gov.me/direkcija](http://www.djr.gov.me/direkcija) as per item 6.2. of ITT.

- Participants were informed that the participation is open to all legal persons [participating either individually or in a grouping (consortium) of tenderers] which are established in a Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the programme under which the contract is financed. It was also stated that all goods supplied under this contract must originate in one or more of these countries. The upper limit authorised for subcontracting is 30% of the value of the tender as per item 3.6 of Instruction to Tenderers.

- Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in the Tender Dossier and the tenders must be prepared carefully and accordingly.

- The currency of the tender is the Euro as per item 13.1 of Instructions to Tenderers.

- The validity of tenders is 90 days from the deadline for submission of tenders as per item 14 of Instruction to Tenderers.

- The tender guarantee with the amount of EUR 30.000,00 (thirty thousand euro) must be provided as part of tender and the original guarantee must be included in the original tender as per item 15 of Instructions to Tenderers.

- The successful tenderer will be asked to provide a performance guarantee of 10% of the amount of the contract at the signing of the contract.

- The Contract refers to FIDIC (Yellow Book) Conditions of Contract.

It is underlined that this is not a compulsory meeting (as per point 13 of the Contract Notice). However, the Directorate of Public Works issued a certificate of attendance to the prospective tenderers.

The prospective tenderers asked one administrative and one technical questions for which the representatives of the Directorate of Public Works gave brief descriptions. Once again, it was pointed out that any verbal clarifications provided during this information meeting will be confirmed only in writing as a response to written received questions.

After the representatives of 8 companies in total have received "Certificate of Site Visit Attendance" and signed the information meeting and site visit Attendance sheet and Confirmation of acceptance of the site visit certificate as well, the meeting was closed at 15.00 hours.