

**IPA 2008 - Continued Support to Capacity strengthening of the Veterinary, Phytosanitary and Sanitary Border Inspection, Construction of Border Inspection Post in Rijeka Port**

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**Minutes of Site Visit and Clarification Meeting**

**A. Introduction**

Beneficiaries (B) of this project are the Ministry of Agriculture, Fisheries and Rural Development (MAFRD) and the Ministry of Health and Social Welfare (MHSW).

Contracting Authority (CA) for this project, which is undertaking the role of the Employer according to FIDIC Conditions of Contract, is the Central Finance and Contracting Agency.

**Please be informed that the Minutes of Site Visits and Clarification Meeting will not necessarily reproduce the answers that were orally given to the questions raised during the clarification meeting but the answers that should have been given to those questions.**

**B. Site Visit**

Site Visit at BIP Rijeka Port was held on 23 September 2010 at 12:00 when interested parties were enabled to visit present storage at container terminal Brajdica (in Rijeka Port), future reconstruction site for BIP Rijeka Port. Participating companies (potential tenderers) of the Site Visit were shortly introduced with representatives of the Final Beneficiaries (Ministry of Agriculture, Fisheries and Rural Development - MAFRD and Ministry of Health and Social Welfare - MHSW) and the Contracting Authority (Central Finance and Contracting Agency – CFCA). Assigned Task Manager as Representative of Delegation of European Union was present on the site visit. Representative of Rijeka Port was also present same as representative of Designers.

Four representatives of potential tenderers were announced for the site visit but only two companies representatives participated at the Site Visit. After the confirmation (by the telephone call to other announced companies ) that they won't attend site visit, all present persons left meeting point and entered custom gate for construction site visit.

The Project Manager as representative of the Contracting Authority introduced purpose of project and main goal and means of reconstruction.

Location of the future premises of veterinary, phytosanitary and sanitary inspections was examined and details of (re)construction were checked in design documentation that is part of Tender Dossier., Participants didn't have any relevant question but they were informed that they could submit all relevant questions in written form,.

Participants were informed that Minutes of Site Visits and Clarification Meeting will be published on the CFCA web site (<http://www.safu.hr/en/tenders>) as advised in the Procurement Notice and **were asked for the delivery of all questions in writing to avoid misinterpretation or omission of questions during the preparation of Minutes.** Also, the tenderers were reminded that any additional questions can also be submitted to the CFCA in written form in English language until 21 days before the deadline for submission of tenders at the following fax number +385 1 4591 075 and in electronic version to the e-mail address given in the Procurement Notice and Instructions to Tenderers.

It was pointed out at the site visit that all requirements for participation in the Tender are given in the Tender Dossier emphasizing the importance of the Instructions to Tenderers given in Volume 1, Section 1 of the Tender Dossier since majority of disqualifications derive from inaccurate adherence to requirements

stipulated in these provisions. In the same way, Tenderers were reminded to scrutinize FIDIC Conditions of Contract for Construction (New Red Book) and respective Particular Conditions that form part of Tender Documentation.

Participants were reminded that, in addition to hard copy of the filled-in Bill of Quantity, their offer is to also include filled-in Bill of Quantity delivered as an electronic excel file on the compact disc.

Representative of the CFCA pointed out that Tenders must be received at the address of the Contracting Authority specified in the Procurement Notice by the date and time quoted in the Procurement Notice i.e. 12:00 hrs local time on 26 October 2010. Tenderers are also informed about possibility of extension of the deadline for submission of tenders (Instructions to tenderers, Article 18) by issuing a Corrigendum to tender documents in line with Article 9 of Instructions to Tenderers. In such cases, all rights and obligations of the Contracting Authority and tenderer regarding the original date specified in the Procurement Notice will be the subject to the new date.

After signing the List of participants the site visit was concluded, at 12:30 hrs. All participants were reminded that Clarification meeting shall take place same day in the Rijeka Port Headquarters building at 14:00.

Representatives of the CFCA thanked participants for showing interest in the project and closed the meeting.

### **C. Clarification Meeting**

The Clarification Meeting was held on 23 September and started at 14:15 hrs, in the premises of Rijeka Port Headquarters in Rijeka. No companies participated at the Clarification meeting. The CFCA representative welcomed attendees and briefly reviewed issues discussed during the site visit. At the meeting practicalities regarding organization of works were discussed among representatives of the CFCA, Rijeka Port Authority and Beneficiaries. Issues discussed at the site visit and during Clarification meeting are listed under paragraph "D. Discussion" of this report.

Any kind of amendment of the Tender Documentation shall be introduced through Corrigendum to the Procurement Notice and Tender Documentation and shall be published on the SAFU web site at latest on the last date given for publishing answers. (<http://www.safu.hr/en/tenders>)  
[http://www.safu.hr/en/tenders?category=17&type=&status=&pg=3&sort\\_by=0](http://www.safu.hr/en/tenders?category=17&type=&status=&pg=3&sort_by=0)

### **D. Discussion**

**Q1: Are all necessary utilities available on the site? Which procedures are to be followed for temporary connections?**

A1: Construction site (storage) is prepared for building works, including availability of all utilities. Procedures for obtaining temporary connections as well as permanent necessary utilities will be provided by the Rijeka Port Authority to the Contractor upon signing of the Works Contract, leaving enough time for administrative procedures and technical work.

**Q2: If Works Contractor is obliged to provide office accommodation for supervisory engineer (Contractor for Supervision of Works) are these costs foreseen in the Bill of Quantities (BoQ)?**

A2: Yes, the Contractor is obliged to provide office accommodation for supervision of works at site. These costs are foreseen in the BoQ (A Civil works, Item XIV).

**Q3: What possibilities exist in Rijeka Port regarding placement or renting office accommodation for supervisory engineer?**

A3: There is no possibility of renting office space from the Rijeka Port, however there are spaces available for placement of temporary office-container in vicinity or inside the respective building /construction site. During Defect Notification Period office accommodation for the Contractor(s) will be provided at current phytosanitary and veterinary inspections offices in Rijeka.

**Q4: What will be the regime of security check-ups for Contractor's employees and vehicles, considering the fact that construction site is on the border crossing/ custom.**

A1: The Final Beneficiary shall provide the Contractor with detailed security procedures to be followed after the signature of the Works Contract. For information purposes only, tenderers are informed that these will include: security clearance of all personnel and vehicles based on the lists to be provided by the Contractor and daily security check-ups for entering the site. For further information in the Tendering phase, Tenderers should consult Clause 6.10 of the FIDIC Conditions of Contract for Construction (New Red Book) and clause 6.10 of respective Particular Conditions that are part of Tender Documentation.