



REPUBLIKA HRVATSKA

Središnja agencija za financiranje i ugovaranje programa i projekata Europske unije  
Central Finance and Contracting Agency

**Roma support: Phase 2 – Infrastructure improvement in three Roma settlements in  
Međimurje County**

**TENDER N°2006-0202-0101**

**Minutes of Clarification Meeting and Site Visit**

**Present:**

Ms. Nikolina Dajak - Project Manager, CFCA; Mr. Mladen Ljilja - Construction engineer, CFCA; Mr. Denis Dragojević - Project Manager, CFCA; Zoran Kostić - Task Manager, EC Delegation; Željka Zgaga - Task Manager, EC Delegation; Mirjana Pintar - Expert for environment, Međimurje County; Franjo Topolko - Designer of the project; Electricity in Čakovec; Juraj Cigler - Designer of the project; Cigler d.o.o.; Franciska Škoda Fundak - Designer of the project; Međimurje Projekt d.o.o.; and representatives of potential tenderers

**A. Introduction**

The Clarification Meeting started on 1 October 2008 at 10:30 am on the premises of the Međimurje County (Ruđera Boškovića 3, Čakovec), where the representative of the CFCA and representative of Međimurje County gave introductory information on the purpose and planned activities of the above mentioned Clarification Meeting and Site Visit. Following clarification meeting the participants were shown site location for construction of three Roma settlements in Međimurje County.

**B. Site visit**

Representative of the Međimurje County showed the participants all three locations where the works which are subject of the tender are to take place. Representatives of the CFCA recorded several omissions to the design documentation during the on-site visit in Pribislavec. Additionally, few roads which were subject of the works tender documentation were already built, implicating that the changes to the Technical specifications and Bill of Quantities are needed. In order to do so, Corrigendum to the works tender dossier will be prepared and submitted to the Tenderers.

**C. Clarification meeting**

The representative of the CFCA opened the Clarification Meeting at 13:00. He welcomed all attendees and thanked the Beneficiaries for providing assistance during the Clarification Meeting and Site Visit. The attendance list was circulated.

After short introduction the following points were emphasized:

- Administrative and technical criteria of the tender are strict. The tenders should fully comply with the Instructions to Tenderers in the Tender Dossier.
- Tender Dossier is available from the Central Finance and Contracting Agency, Ulica grada Vukovara 284, Zagreb, upon payment of 400€.
- The deadline for submission of offers is on 31 October 2008 at 12:00 hrs Zagreb local time and the tenders will be opened in public session on 31 October 2008 at 14:00 hrs at the office of the Central Finance and Contracting Agency, Ulica grada Vukovara 284, Zagreb.
- Tenderers must submit Tender Guarantee of 35.000€.
- All tenders must be submitted in one original, marked "original", and 5 copies signed in the same way as the original and marked "copy" and on envelope must sign "Do not open before evaluation session" on Croatian and English language.
- If Tenderers have any additional questions, they should submit them in writing at latest 21 days before the tender closing date, by e-mail to: [cfcu@mfin.hr](mailto:cfcu@mfin.hr) or [info@safu.hr](mailto:info@safu.hr) or by fax to: +385 1 4591 075. The answers to these questions will be published on the CFCA website at least 11 days before the deadline for submission of the tenders.
- All communication during the Tender procedure is in English.
- The construction works should take no longer than 12 months.
- The sum of Contingencies is defined and it represents 10% of the Contract value.
- Tenderers must tender for the whole works required by the Tender Dossier.

**Question:** In completing our offer, should we use the hard copy of Tender Dossier and fill it, or can we do it in electronic version and print it out?

**Answer:** Printed version will be acceptable, however please note that it has to be identical to the templates of the Tender Dossier.