



Pristina, 07 December 2012

Subject: Minutes of the Mandatory Site Visits

Ref: PROC/374/12/Supply Installation and Maintenance of Water Fire Hydrants

1) Site Visit: Pristina – 05 December 2012

The site visit related to the tender PROC/374/12/Supply Installation and Maintenance of Water Fire Hydrants took place on 05 December 2012 at 10:30 hrs at EULEX at Industrial Zone “Ali Hadri” Pristina, Kosovo (SPD HQ Pristina) 10000 Pristina, Kosovo.

The site visit was divided between two locations.

Representatives of 9 companies attended the first location of the site visit, and 7 companies attended the second location of the site visit.

Attendance was checked and recorded at both sites.

EULEX Procurement Section opened the meeting and reminded the attendees about the following procedural rules:

- the deadline for request for clarifications from the Contracting Authority is 20 December 2012 at 18:00hrs (local time).
- the deadline of submission of tenders is 10 January 2013 at 15:00 hrs (local time).
- this contract is a framework contract and imposes no obligation on the Contracting Authority to purchase the quantities estimated in Annex II and III of the tender dossier.
- The representatives were provided with a certificate of attendance to the mandatory site visit, which should be completed by the tenderers and submitted along with their offer. This was explained to them in detail several times throughout the visit.

EULEX Building Management Section briefed all present about the project.

Representatives of the companies had the opportunity to walk through the relevant compounds. The representatives asked if they could be provided with the site layouts. They were informed that the site layouts required for the design of the water fire hydrant network would only be provided to the awarded contractor, at the time when an actual order would be required.

The representatives then addressed the issue of the quality of the materials to be



used. The Contracting Authority reminded the representatives they must comply with the minimum technical requirements and submit the requested Manufacturer's Authorisation Forms, as stipulated in the tender dossier.

The representatives also requested information on the duration of the warranty. The Contracting Authority replied that this information is also stipulated in the tender dossier, and is specified as a minimum of one year.

The representatives also raised the question of the location of the city water supply pipes and the Contracting Authority repeated that this information would be made available together with the site layouts to the awarded tenderer at the time when an actual order would be made.

In this regard, the representatives were also reminded that this is a unit price framework contract and that the estimated quantities specified in ANNEX II +III of the Tender Dossier should form the basis of the offer.

Finally, the representatives were reminded that that the site visits are mandatory and accordingly, only companies attending the above-mentioned site visits AND the site visit in:

- Mitrovicë/Mitrovica on 06/12/2012 at 10:30 hrs at Mitrovica EULEX Log Base

would be eligible to submit an offer.

The representatives were given clear instructions on how to reach the Mitrovicë/Mitrovica destination.

The site visit was completed at 11.50 hrs.

2) Site Visit: Mitrovica – 06 December 2012

The second site visit related to the tender PROC/374/12/Supply Installation and Maintenance of Water Fire Hydrants took place on 06 December 2012 at 10:30 hrs at Mitrovica EULEX Log Base.

Representatives of 7 companies attended the site visit. Companies that did not attend the previous mandatory site visit were not admitted to this exercise.

EULEX Procurement Section opened the meeting. The representatives were provided with a certificate of attendance to the mandatory site visit, which they were reminded, should be completed and submitted along with their offer.

EULEX Building Management Section briefed all present about the project.

Representatives of the companies had the opportunity to walk through the

relevant compounds.

The representatives then addressed the issue of the detailed nature of the site plans. The representatives were informed that the site plans that will be made available to the awarded tenderer are approximate plans. The representatives asked who would be responsible for any damages underground/ over ground. They were informed that any damage/s caused would be the responsibility of the Contractor.

The representatives also addressed the issue of the division of the workload between the Mitrovica and Pristina sites. They were informed that at this time it was impossible to estimate the workload, i.e. this is a framework contract that will be utilised on an as and when needed basis. The representatives then asked if it was possible that they could be called out for the installation, for example of only one (1) water fire hydrant. They were informed that it was, indeed, possible that they could be called out to install only one (1) water fire hydrant. .

Finally, the representatives raised a few administrative questions:

- 1) Tender Guarantee: was there a format for this? The representatives were advised that a template exists within the tender dossier, entitled “TENDER GUARANTEE FORM”
- 2) What was the percentage of the tender guarantee in relation to the value of the tender procedure? The representatives were informed that the amount specified was within the range 1% - 2% of the budget available for the contract.
- 3) The language and submission requirements of the proof documents? The representatives were informed that this information is also available within the Instructions to Tenderers section of the tender dossier and summarised the below:
 - a) The offers: all correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in the language of the procedure which is English.

If the supporting documents are not written in one of the official languages of the European Union, a translation into the language of the call for tender must be attached. Where the documents are in an official language of the European Union other than the one of the procedure, it is however strongly recommended to provide a translation into the language of the call for tenders, in order to facilitate the evaluation of the documents.

- b) The representatives were informed that the required documents to be submitted by the tenderer and/or their consortium members may be originals or copies. The original documents shall be



available upon request by the Contracting Authority.

The representatives were also advised to send their clarifications and/or any further clarifications in writing, at the latest by 20 December 18.00 hrs (local time).

The site visit was completed at 11.00 hrs.

End of Text.