Pristina, 30th of November 2017

**Subject: Minutes of the Mandatory Site Visit**

**Ref: PROC/747/17/Facilities upgrade in EULEX Center, Mitrovica (EuropeAid/139305/IH/WKS/XK)**

The mandatory site visit related to the tender for “Facilities upgrade in EULEX Center, Mitrovica” took place on the 30th of November 2017 at 10:30 hrs at EULEX Center Mitrovica, Str. Ferki Lisica n.n, 40000 Mitrovicë/Mitrovica.

**A. Overview of the Meeting.**

Representative of 10 (ten) companies attended the site visit, as follows:

1. Arking shpk, Kosovo
2. ITBM LLC, Kosovo
3. K-ing shpk, Kosovo
4. Lili Group shpk
5. Nartel NNE, Kosovo
6. Arc Project shpk, Kosovo
7. Fitimi NNT, Kosovo
8. Construction Group shpk, Kosovo
9. Uniproject shpk, Kosovo and
10. Protech, Kosovo

EULEX Procurement Section informed the attendees of the site visit about procedural rules and the deadline for request for any clarification from the Contracting Authority (i.e. 07th of December 2017 at 17:00 hrs). The Contracting Authority will reply to all clarification requests by   
15th of December 2017.

Attendees were strongly advised to respect the submission deadline   
(28 December 2017); no offer will be accepted and examined if received after the set deadline. The tenders will be opened in public session on the set deadline at EULEX Kosovo - Procurement Section, Ndertesa Farmed, “Muharrem Fejza” p.n. Lagja e Spitalit, 10000 Pristina, Kosovo.

**B. Technical Information.**

EULEX Building Management Unit (BMU) briefed all present about the project. Representatives of companies had the opportunity to walk through the EULEX Center, Mitrovica, and were briefed in more details on the different locations for Lot 1 and Lot 2. The attendees were informed that they can submit offer for one single Lot or both Lots. They were informed that occupants of the buildings R1, R2, R3 and O1 are constantly in use 24/7,

and extra good planning is needed when replacing windows and AC's.

It has been emphasized the importance of reading the Technical Specifications together with the BOQ, checking also the drawings, in order to have a clear view of the Project requirements.

Matrix document is to be checked for the documents to be submitted with the technical offer, apart from those indicated within Matrix additional technical documents can be submitted to provide the required information of materials/items to be used.

In accordance with **Instructions to Tenderers, Site Visit and Clarification Meeting,** a certificate of attendance was issued to each attendee. In line with clause 6.3 of the Instructions to Tenderers, attendees were reminded to include the certificate of their site visit in their tender.

The site visit was completed at 11.40 hrs.

***End of Text.***