



Pristina, 12/10/2010.

Subject: Minutes of Information Meeting

**Ref: PROC/220/10/Upgrade of IPU Camps
(EuropeAid/130572/M/WKS/XK)**

Please find below the minutes of the information meeting related to the Works tender for the 'Upgrade of IPU Camps' that was held on 11th October 2010 from 15:00 hrs to 15:45 hrs, at EULEX Procurement Section, Farmed Building (conference room).

The information meeting started at 15:00 hrs with the representatives of four companies.

EULEX Procurement Section opened the meeting and reminded about procedural rules for the submission of the offers and clarified the Instructions to Tenderers (ITT):

A. Overview of the Meeting.

1. Timetable.

	Date	TIME (Kosovo Time)
Deadline for request for any additional information from the Contracting Authority	2 November 2010	18:00hrs
Last date on which additional information are issued by the Contracting Authority	12 November 2010	18:00hrs
Deadline for submission of tenders	23 November 2010	15:00hrs
Tender opening session	23 November 2010	15:30hrs

2. Tender guarantee.

Tender guarantee to be submitted in the template annexed to the tender dossier for: **13,500 Euros.**



B. Additional/Complementary Information.

1. Corrigendum No : 1, to be published shortly on EULEX Website.

A change in the scope of the project was introduced, please monitor EULEX Website where a Corrigendum No 1 is about to be published along with a new Bill of Quantity.

2. Working Time Hours.

- Normal working hours shall be 07:30hrs-18:00hrs, from Monday to Friday.
- Possibility to work at weekends, on Public Holidays or outside of the normal working hours, (night shifts) cannot be confirmed at this time of the procedure.
- Such requests will require the formal authorisation of the Project Manager and of the EULEX Security Office and will be assessed on case by case basis.

3. Electricity/Water Supplies/Safety of Works.

- The Contractor shall be solely responsible for the provision of Water and Electricity from whatever source for all his requirements under the Contract. The cost of provision of water and electricity is deemed to be included in the contract rates. The Contractor shall provide temporary electrical supply if required for his work.
- Safety of Works is the sole and entire responsibility of the contractor.

4. Period of Implementation.

- Period of Implementation is 90 **calendar** days, *plus a Defects Liability Period of 12 months except for heating system which is 24 months.*
- Deadline for notice to commence is within 10 days of contract signature



5. Dynamic Work Plan. .

Residential units i.e. R1, R2, R3, require a lot of refurbishment, in particular the bathrooms. The new residential unit Rn and the Infirmary (hospital) also requires interior works and bathroom (abluion unit upgrades and remodeling) . **These residential units and hospital (infirmary) facility have absolute priority and the same stands for the Heating System.**

Tenderers shall take into account these as priorities in their proposed “Dynamic Work Plan”. See Article 12.1.9. of the instructions to tenderers.

Please note that ideally, the works in the residential units and hospital as well as installation of the central heating systems would be taking place simultaneously in more than one location .

6. Weather and extension of period of implementation of tasks.

Tenderers must take account of the prevailing weather conditions in Kosovo for the preparation of their offer. However, in accordance with article 35 of the General conditions, the Contractor may request an extension to the period of implementation of tasks if he is or will be delayed in completing the contract by exceptional weather conditions.

7. Supply and installation of 8 New Ablution Units in Camp C.

New abluion units must be similar to the ones to be replaced. Please refer to the technical Specifications and relevant drawings .

The information meeting was completed at 15 :45 hrs

End of Text.