



Pristina, 10 September 2010

**Subject: Minutes of the Clarification Meeting**

**Ref: EuropeAid/129294/D/SUP/XK – Framework Contract for the Fire Alarm System**

Please find below the minutes of the clarification meeting related to the tender for the supply of “Fire Alarm System” under a framework Contract that was organised on 8<sup>th</sup> of September 2010 from 9:30 hrs to 10:30 hrs, at EULEX Procurement Section, Farmed Building (conference room).

The information meeting started at 9:30 hrs with the representatives of eight companies.

EULEX Procurement Section opened the meeting, reminded about procedural rules for the submission of the offers and later answered the questions asked by the tenderers:

A. Type of Contract – Framework Contract.

It was explained that the quantities estimated and specified in ANNEX II +III are only **indicative quantities** and do NOT compel the contracting authority to buy any of them. The contracting authority may at its own discretion purchase fewer or more quantities than the estimated quantities per item i.e. within a same lot, the contracting authority may purchase fewer quantities than those estimated for some items while in the meantime purchasing more quantities than those estimated for other items.

B. Purchase Order

Deliveries, installation and commissioning shall ONLY take place following the issuance by the contracting authority of **“purchase orders”**, specifying the list and quantities of items intended to be supplied and/or installed.

The above purchase order will be issued only after the contractor and the project manager have visited and determined the necessary devices to be supplied and installed at the locations where the installation of Fire Detection System will take place.

C. Tax and customs arrangements

The contract shall be exempt from all duties and taxes including VAT (EULEX Kosovo is a diplomatic mission and based on UNMIK



Executive Decision No 2008/36 of 9 December 2008, it is granted exemption from all customs duties, taxes, and related charges other than charges for storage, cartage and similar services, on articles for its official use).

EULEX will facilitate custom clearance related issues.

D. Lots:

The tender is divided into two lots therefore two different contractors may be awarded the tender.

Tenderers were reminded of the possibility to offering a discount if awarded both lots.

**Discussions on technical part of the dossier have also taken place such as:**

E. List of buildings:

Tenderers were reminded that there is no plan layout or list of buildings available. The site visit of three different EULEX locations will take place after the meeting for the tenderers to provide them with an indication of the buildings the installation may take place at. However tenderers should bear in mind that other unforeseeable scenarios than the locations visited may occur during the contract implementation. Therefore tenderers were strongly recommended to take into consideration all possible difficulties when calculating their financial offer.

Systems are to be installed in facilities and buildings located throughout different EULEX Log bases in Kosovo Wide. There might be a single building but mostly there are compounds which include several buildings.

Those buildings may be from 4 offices to 8 floors and built of metal, wood and/or bricks.

F. Maintenance

It was emphasized that the Contractor is to assure that will carry out any regular maintenance and necessary repairs for the period of 2 years i.e. the commercial warranty period as required by Annex II+III.

G. Technical Specifications, LOT 1, Item 1 – Fire Alarm Control Panel (FACP)

- The tenderers raised the concern that the requirement indicated in the technical specification is only for one type of FACP. Whereas,

during the implementation phase, different types and/or capacities of FACP may be required (one loop, two loops and three loops). This will depend on the size of the buildings where the fire detection system is to be installed. The necessity to divide the FACP as separate items (one loop, two loops and three loops) as well as indicate the estimated quantities was noted.

- Another concern of the tenderers was that the **Remote terminals** were indicated as part of item 1. The necessity to divide the remote terminals as a separate item as well as indicate the estimated quantities was noted.

#### H. Technical Specifications, LOT 2 – Aerosol Fire Protection System

- Tenderers recommended the conventional Aerosol System instead of the required addressable, taking into considerations that it will be installed in small locations and will result in reducing the cost for this lot.
- Tenderers were explained that Aerosol System is not to be installed at the same locations with the fire detection systems.
- Tenderers were also reminded that only Aerosol Fire Detection System is acceptable.

The tenderers were informed that there may be a corrigendum related to the above notes on the technical specifications for Lot 1 and 2.

The clarification meeting was completed at 10:30 hrs followed by the site visit of the following three locations:

- EULEX warehouse
- SPD Camp
- Police HQ

The following questions were raised by the tenders during the site visit:

1	When laying out the cables, do we have to cut the asphalt or lay the cables through air?	Priority is given to laying down the cables underground and where needed the asphalt will be cut and it is required to be repaired as it was.
2	How should we calculate the price if we don't know how much asphalt needs to be cut and repaired? It was suggested that the Ground Works as included as a	The necessity to include a separate item for ground works was noted and, therefore a corrigendum may be published related to this question.



	separate item due to unpredicted cost at this stage.	
3	Is it possible to use the existing channels/trunks for laying the cables?	Yes, where suitable and doesn't cause any interference to the existing cabling system.
4	Are we required to train the Private Security Company contracted by EULEX on how to use the Fire Alarm System?	No, the training needs to be delivered to EULEX Staff only.
5	Should we dismantle the old system before installing the new one?	Yes.

Once more, tenderers are reminded to follow regularly both EuropeAid website at: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&nbPubliList=15&orderby=upd&orderbyad=Desc&searchtype=RS&aofr=129294> and EULEX Website at: <http://www.eulex-kosovo.eu/en/tenders/052-Alarm-system.php>, where possible clarifications and corrigenda may be published until **24 September 2010 at 18:00hrs.**

*End of Text.*