



Pristina, 19/10/2009

Subject: Minutes of Information Meeting

**Ref: EuropeAid/129185/D/SUP/XK
Framework Contract for the Supply of Drinking Water No: II**

Please find below the minutes of the information meeting related to the tender for the Supply of Drinking Water that was organised on 19th of October 2009 from 15:00 hrs to 15:40 hrs, at EULEX Procurement Section, Farmed Building (conference room).

A. Overview of the Meeting.

The information meeting with the two companies present started at 15:00hrs.

EULEX Procurement Section opened the meeting and reminded about the procedural rules for the submission of the offers:

- Deadline for submission of offers: 12 November 2009 at 15:00.
- Tender opening session: 12 November 2009 at 15:30.
- Tender guarantee for: 940 Euros, to be submitted in the template annexed to the tender dossier.
- Technical offer and financial offer to be submitted using the templates annexed to the Tender Dossier (annex II +III+IV).
- All dispensers shall be installed within 21 days after the date of signature of the contract.
- Deliveries to take place at EULEX Kosovo Regional Centres (Peja/Pec; Mitrovice/Mitrovica; Gjilan/Gnjilane, Ferizaj/Urosevac and Prizren) and in several locations; up to twelve (12) in Pristina region, within 7 calendar days from the receipt of a purchase order by the contractor.
- No additional cost than the unit-prices specified in the tenderer's financial offer may be later invoiced to EULEX Kosovo.



B. Questions and Answers.

Please find below the points for which more clarifications were requested during the information meeting:

Q1: Where we can get the tender guarantee?

A1: The template for the tender guarantee is annexed to the tender dossier (page 55).

Q2: In Annex IV, are the quantities quoted monthly or yearly quantities?

A2: The approximate quantities quoted are **yearly** approximate/estimated quantities

Q3: Is the unit price per liter or per bottle/container?

A3: The **unit price is per liter of water** ONLY i.e. it shall also include the cost of all ancillary services.

Q4: When the company is asked to deliver water in plastic bottle, will EULEX specifically request 1.5 liters or 2 liters or may the company decide?

A4: The contractor may deliver in 1.5 or 2 liters bottle, at its choice.

Q5: In how many bottles the water shall be packed?

A5: No specific requirements: e.g. 6 or 12.

Q6: What kind of pallets shall we deliver the water with?

A6: In most cases, deliveries will not require the use of pallets but if so required, these shall be euro-pallets as specified under article 29 of the special conditions of the contract.

Q7: If euro-pallets are required, will these be returnable and may we re-use the same pallets again?

A7: Yes, euro-pallets are returnable and may be re-used for further deliveries.

Q8: Will we receive back the dispensers upon contract completion?

A8: Yes, the contractor will receive back the dispensers upon contract completion.

Q9: How the offer shall be completed, shall we type or handwriting?

A9: No specific requirement, typed or handwritten as long as the templates attached to the tender dossier are used...

Q10: Is the contract exempt from taxes?

A10: The contract shall be exempt from all duties and taxes, including VAT.



Q11: Who is going to place the water containers on the dispensers, EULEX staff or the company?

A11: EULEX staff will place the containers on the dispensers.

Q12: Regarding the tender guarantee, is there any bank account where the company may transfer the money?

A12: There is no transfer of money required, tenderers just need to request the guarantee to be dated, signed and stamped (using the template attached to the tender dossier) by their bank, an insurance company or an equivalent financial institution.

Q13: Who would pay for the damages caused to the dispensers?

A13: If a damage was caused by EULEX staff, EULEX would pay, otherwise the contractor is responsible to make good and repair any damage to the dispenser.

Q14: Which capacity should the water containers have? "19.5 litre" and only or are these approximate quantities?

A14: The water containers for the dispensers shall have a capacity of 19.5 litres (+/- 1.5 litre) but containers and dispensers must be fully compatible.

Q15: Can you specify the quantities that will be ordered each time?

A15: No, EULEX cannot specify the estimated quantities per purchase order; in addition these quantities should vary depending upon the season.

Q16: Upon contract completion, can the selected company receive from EULEX some feed back about the quality of the water and of the services provided?

A16: Yes.

The information meeting was completed at 15:40 hrs

End of Text.