



Pristina, 16/12/2010.

Subject: Minutes of Information Meeting

Ref: EuropeAid/128789/D/SUP/KOS/Framework Contract for Security Upgrade

Please find below the minutes of the information meeting related to the Supply tender for 'Security Upgrade' that was held on 16th December 2010 from 10:00hrs to 11:30hrs, at EULEX Procurement Section, Farmed Building (conference room).

The information meeting started at 10:15hrs with the representatives of twenty three 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	6 January 2011	18:00
Last date on which additional information are issued by the Contracting Authority	14 January 2011	18:00
Deadline for submission of tenders	27 January 2011	15:00
Tender opening session	27 January 2011	15:30

2. Tender guarantee.

Offers submitted without the corresponding tender guarantee(s) will be rejected.

Tender guarantees must be submitted using the template annexed to the tender dossier for the amounts indicated in Part 11.3 of the ITT.



3. The general conditions and special conditions of the contract are not negotiable.

Any request at the time of tendering (with the offer), i.e. after the deadline for submission of offers, to negotiate or amend the general and special conditions would lead to the rejection of the entire offer in accordance with article 22.1 of the instructions to tenderers.

Any request to negotiate the general and special conditions after the award approval i.e. any refusal to sign the contract without amendments, would lead to the application of the provisions of article 26.2. of the ITT.

4. Financial offers must be calculated on a basis of DDU.

DDU (delivered duty unpaid)> - Incoterms 2000 International Chamber of Commerce - <http://www.iccwbo.org/incoterms/id3040/index.html>

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

EULEX Kosovo 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.

B. Additional/Complementary Information to administrative related questions:

1. Documents to be submitted by consortium partner

- The “Tender Form for a Supply Contract”, duly completed, which includes the tenderer’s declaration, point 7, (from each member if a consortium):
- Duly authorised signature: an official document (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the company/joint venture/consortium is duly authorised to do so.
- Also, refer to Article 18 - Joint venture or consortium and Article 21 - Signature of the contract and performance guarantee of the ITT.

2. Language of other documents accompanying the tender

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.

Other supporting documents may be submitted in a language other than English and translation of these documents into English must be provided upon request of the Contracting Authority.



C. Information on Technically related questions:

Numerous questions were raised concerning the published Technical Specifications.

Given the size of the audience, the number and variety of questions that were raised, technical queries could not be directly answered during the meeting.

To this extend the potential tenderers having participated in the meeting were informed that answers to their technical questions would be provided at a later stage by means of publication on both websites of EuropeAid at: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&nbPubliList=15&orderby=upd&orderbyad=Desc&searchtype=RS&aofr=128789> and EULEX at: <http://www.eulex-kosovo.eu/en/tenders/065-security-upgrade.php>.

Tenderers are invited to monitor the two above mentioned websites, where answers to their technical questions and additional information will soon be provided, including the publication of corrigendum.

The information meeting was completed at 11:30 hrs

End of Text.