



Pristina, 19/01/2011.

Subject: Minutes of Site Visit

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

Please find below the minutes of the site visit related to the Supply tender for 'Security Upgrade' that was held on 19th January 2011 at 10:00hrs, at EULEX Procurement Section, Farmed Building.

The site visit preceded with a brief information meeting started at 10:15hrs with the representatives of thirty four companies.

EULEX Procurement Section opened the meeting and clarified the Instructions to Tenderers (ITT), namely clauses related to the Type of Contract i.e. Framework Contract.

The Chief of Procurement explained that the quantities estimated and specified in ANNEX II +III are only **estimated 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.

Tenderers were reminded that the objective of the site visit is to provide the tenderers with an indication of the buildings where the supply and installation may take place. 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 offer.

The Project Manager briefed the tenderers on the sites to be visited such as:

- Farmed Building
- Camp Lazlo and
- SPD HQ

He further advised the tenderers that no photographs can be taken while inside EULEX Compounds, instead they were encouraged to make drawings if deemed necessary and all technical questions they may have should be addressed to Procurement Section not later than **3rd February 2011**.



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

1. How many facilities in total were included in the Tender?
 - 23 current facilities Kosovo wide, but this may change.

2. Can site plans and blue prints be supplied to tenderers?
 - Site plans and blue prints, where available, will be provided to the successful tenderer(s) upon award of contract. In the meantime most facilities are covered by Google Earth and coordinates will be afforded in the Technical Clarifications by the 11th February 2011.

However, tenderers were once more reminded that all questions should be addressed to procurement and that answers to their 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> at latest on **11th February 2011**.

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

The site visit was completed at 14.30 hrs