



Pristina, 14 April 2011

**Subject: Minutes of the Mandatory Site Visit**

**Ref: PROC/245/10/ New Heating System/ EuropeAid/131122/M/WKS/XK**

The mandatory site visit related to the tender for the provision and installation of a “**New Heating System**” took place on 14 April 2011 at 10:30 hrs at EULEX Camp Alpha Bravo, Industrial Zone, 10000 Pristina, Kosovo.

Representatives of sixteen (16) companies attended the site visit.

EULEX Procurement Section opened the meeting and reminded the attendees about procedural rules and the deadline for request for any clarification from the Contracting Authority (i.e. 19 April at 18:00hrs).

EULEX Building Management Section briefed all present about the project. Attention was drawn to the implementation period of the works: the companies were advised to keep in mind when preparing the time schedule that when it comes to works inside the offices they will have to plan the works inside building by building, not to work through all the buildings at the same time, in order to not obstruct the activities of the units.

Representatives of companies had the opportunity to walk through the camp, and enter one of the Containerised Office Buildings, where the interior could be examined.

Tenderers were provided with drawings related to the project.

In accordance with article 6.3 of the Instructions to Tenderers a certificate of attendance was issued to each attendee. In line with clause 12.1.14 of the Instructions to Tenderers, attendees were reminded to include the certificate of their site visit in their tender.

The site visit was completed at 11:45 hrs

***End of Text.***