

MEETING MINUTES

Belgrade, 31 July 2015

OSCE:	Dennis Schneider, CFA; Snezana Prvulovic, National Material Management Officer; Eva Kitzler, Roma Program and Policy Coordinator; Dusan Jovanovic, National Project Officer; Danijela Knezevic, Procurement Assistant; Dragoslav Stefanovic, Technical Consultant; Vladimir Brasanac, Interpreter and Marija Petrovic, Procurement Assistant
Meeting with:	Representatives of 5 construction companies, in relation to the ITB SER 52 Construction works in 8 Municipalities in Serbia: <ol style="list-style-type: none"> 1. Jugogradnja: Mr Slavisa Papic and Mrs Natasa Koprivica; 2. GIA: Mr Miroljub Radosavljevic; 3. Ras Inzenjering: Mr Sinisa Sutakovic; 4. Strabag doo: Mrs Natasa Trumic Kovacevic 5. Ami-Monter: Mr Milan Andjelkovic
Date:	31 July 2015
Object:	Pre-tender meeting ITB SER 52 2015 Construction works in 8 Municipalities in Serbia

Background:	<p>The OSCE CFA, Mr Dennis Schneider gave introductory words by welcoming participants and informing them that the meeting will be recorded and Minutes of the Meeting will be sent to all meeting participants and, in addition, Minutes will be uploaded on the OSCE website.</p> <p>Mr Schneider presented key OSCE Members in charge for carrying out this tender procedure:</p> <ul style="list-style-type: none"> - Mrs Snezana Prvulovic, National Material Management Officer, in charge to provide information regarding the submission of your bidding documents - Mrs Eva Kitzler, Roma Program and Policy Coordinator, in charge to provide data on the project within which the Tender has been issued - Mr Dragoslav Stefanovic, Engineer Consultant, in charge to provide answer on any technical questions Bidders may have regarding the works to be carried out. <p>Mr Schneider briefly presented the project for the construction works located in eight municipalities in Serbia: The project is funded by the Swedish International Development Cooperation Agency (SIDA), and the OSCE has been given the responsibility of implementing the project in close cooperation with the Government Office for Human and Minority Rights. The specific aim of the project is to improve the living conditions of local Roma communities, and thus reduce poverty and encourage social inclusion of the Roma population in Serbian society.</p> <p>This project was developed via a municipal grant scheme in late 2014 and eight municipalities were selected as beneficiaries and signed a memorandum of understanding with the OSCE Mission to Serbia in 2015. The main goal of the project is to provide construction works in the respective municipalities for building of water and sewage systems, asphaltting of village streets and roads, reconstructing social housing buildings, renovating schools and day care centers, etc.</p> <p>Mr Schneider also mentioned that the respective municipalities that will benefit from the works are also co-financing these works from their own municipal budgets, which means that the municipalities also have a vested interest to ensure the works are completed on time, at the utmost standard of quality and in the most cost efficient manner. Nevertheless, it is essential to be mentioned that the subject of the ITB SER 52 2015 Construction works in 8 Municipalities in Serbia are solely in relation to the tender procedure carried out by the OSCE Mission to Serbia and funds for the construction works that are subject of the same solicitation are solely ensured by the OSCE Mission to Serbia.</p> <p>Expressing gratitude for participation in the Pre-Tender Meeting, Mr Schneider concluded by stating that the OSCE participating States and donor organizations annually entrust the OSCE with substantial sums of money to be spent through procurement and contracting. With this in mind, the OSCE wishes to convey that in every bidding process OSCE seeks fairness, integrity, transparency, effective competition, but most of all best value for money.</p>
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Mrs Snezana Prvulovic, OSCE National Material Management Officer continued the meeting:

D I S C U S S I O N

QUESTION 1	<ul style="list-style-type: none"> ▶ Additional three amendments to the initial ITB/SER/52/ 2015
ANSWER	<ul style="list-style-type: none"> ▶ - Amendment 1: An omission has been noticed on the consistency of the number of lots in Annex C: Scope of Works and the list in Covering letter of ITB/SER/52/2015. The data in covering letter prevails. In addition: NUMBER OF LOTS FOR Pozega changes from 3 to 1 lot. As far as lots are concerned: the works have been separated per type of works in lots, but Bidders are asked to feel free to participate for all lots per site. For example, when there is an electrical and sanitary refurbishment in a school, it will be more efficient to have works carried out by one company (e.g. Ruma (one day care centre) and Koceljeva (one school)) ▶ - Amendment 2: The “Bidding Data Sheet” is mentioned many times in the Annex A - Instruction to Bidders; nevertheless, the document is outdated and is not relevant; all the relevant requirements to comply with the Invitation to Bid are described in the ITB/SER/52/2015 documents ▶ - Amendment 3: Invitation to Bid Covering letter; Article 3. should read General Conditions of Contract for Services instead of Goods

QUESTION 2	<ul style="list-style-type: none"> ▶ ITB/SER/52/ 2015 Procurement forms and procedure
ANSWER	<ul style="list-style-type: none"> ▶ Covering letter (Invitation to Bid) goes through the following Annexes: <ul style="list-style-type: none"> - Annex A: Instruction to Bidders (http://www.osce.org/procurement/74767) - Annex B: OSCE General Conditions of Contract (www.osce.org/procurement) - Annex C: Scope of Works – Summary including Timetable of all Works - Annex D: Detailed technical specifications of construction works in Municipalities: Municipality Loznica Municipality Koceljeva Municipality Pozega Municipality Kursumlija Municipality Doljevac Municipality Ruma Municipality Senta Municipality Obrenovac - Annex E: Pricing Formats: - Annex E-1: Municipality Loznica – contains 2 lots: <ul style="list-style-type: none"> ▪ Rehabilitation and adaptation of the road section, including regulation of a small river ▪ Outpatient department reconstruction - Annex E-2: Municipality Koceljeva – contains 2 lots: <ul style="list-style-type: none"> ▪ Electrical installation works ▪ Reconstruction/upgrading of the sanitary block <p><i>Since it is one construction site, Bidders are encouraged to apply for both Lots</i></p> <ul style="list-style-type: none"> - Annex E-3: Municipality Pozega – Please note this Pricing Format refers to Amendment 1 to the ITB/SER/52/2015 that specifies change in number of lots from 3 to 1. Therefore, stated Sewage Collector – settlement, Plumbing system, Sewage collector – streets are defined within 1 Lot.

Since it is one construction site and this Pricing Format contains 1 Lot, Bidders are obliged to apply for all three items

- **Annex E-4: Municipality Kursumlija – contains 1 lot:**
 - Construction of the sewage system and collector
- **Annex E-5: Municipality Doljevac – contains 2 lots:**
 - Construction of the sewage network
 - Reconstruction of Ivo Andric Street
- **Annex E-6: Municipality Ruma – contains 2 lots:**
 - Reconstruction of one day care centre
 - Kitchen of day care centre

Since it is one construction site, Bidders are encouraged to apply for both Lots

- **Annex E-7: Municipality Senta – contains 1 lot:**
 - Reconstruction of old school in 12 apartments
- **Annex E-8: Municipality Obrenovac – contains 2 lots:**
 - Restoration of the roof of the primary school building in Dren
 - Provision and installation of a pellet heating in the primary school in the village Ljubinic
- **Annex F:** Acknowledgement Letter – Bidders who have intention to submit offers are asked to sign it and send it to the OSCE in the shortest period
- **Annex G:** Vendor Registration Form – Bidders are asked to fill in the entire document and sign it (sending with complimentary documents)
- **Annex H:** Bidders' Employees and Plant Overview Form
- **Annex I:** Security Performance Guarantee form (sample) – successful Bidder/s will be asked to fill it in and send two (2) weeks within two weeks after the Contract is signed

IMPORTANT: *In the pricing format Annex E-3: Municipality Pozega, point 4, please neglect the following sentence: “The costs relating to the supervision by the owner of the underground installation during the execution of the works on crossing, parallel running and translocation of installations.”*

Additionally, please neglect any similar cost in other lots; this is to be taken out and not replied to, since it has been cancelled

QUESTION 3

› Contents of the **TECHNICAL bid**

ANSWER

1. Completed and duly signed / stamped Vendor Registration Form – Annex G (<http://www.osce.org/procurement/74772>)
2. Copy of the company's registration document/license(s) (APR copy) – **complimentary to Vendor registration form**
3. Company's Financial Statement for the last two years, including audited reports (must be submitted in English) – **complimentary to Vendor registration form**
4. All the necessary certificates regulated by the Law of Serbia for business operation (copies of the licenses of personnel, **complimentary to Annex H**)
5. Minimum two references with names and contact details (addresses and telephone

numbers included) of similar relevant works provided. Please provide proof of evidence: copies of signed contracts and final handovers– **complimentary to Vendor registration form**

6. Timetable, duly signed / stamped of conducting construction works relevant to the subject of this solicitation – Any Lot the Bidder applies for; **complimentary to Annex H)**

7. Proposed Personnel: Detailed CVs of proposed key personnel, completed and duly signed / stamped Annex H - Bidders' Employees Overview **complimentary to Annex H) – quality assurance:**

- **Site diary (gradjevinski dnevnik)**
- **Construction book (gradjevinska knjiga)**
- **Responsible person for safety (bezbednost)**
- **Responsible person for construction (odgovorna lica za gradnje)**
- **Attests**
- **Guarantees**

Also site supervision, site manager, regular meetings with supervisors of work, etc. should be included.

QUESTION 4

- › Should the APR copy be sent in English?

ANSWER

No, the APR copy can be sent in Serbian as it is issued in Serbian but the Financial Statement – Audit Report should be sent in English

QUESTION 5

- › Contents of the **FINANCIAL bid**

ANSWER

- › Completed and signed Annex E - Pricing Format:
 - Bidders are asked to use separate formats for any lots / project(s) the Bidder will apply for – in RSD; please bare in mind there is no changes to the amount – validity of the offer is 120 days within which no changes in price will occur;
 - Payment in installments is allowed;
 - Bank guaranty requested in the amount of an advance payment;
 - Performance security in the amount of 10% of the Contract;
 - Bidders are asked to pay particular attention to the following: All associated works which are necessary to carry out the works but are not explicitly stated or listed for pricing have to be seen as included and calculated in the offered unit prices of the listed tasks (e.g. Vertical transport of all kinds of material, removal and disposal of all kinds of packing materials, etc.).

QUESTION 6

- › Sending the bid

ANSWER

- › Bid must be enclosed in **two separate envelopes**, one for the technical and the other for the financial part of the Proposal, clearly marked as follows:

<p>CONFIDENTIAL TENDER – DO NOT OPEN TECHNICAL PROPOSAL Reference No: ITB SER/52/2015 – Conducting Construction works in eight Municipalities in Serbia Closing Date/Time: August 21, 2015 at 17.00 CET Name of your Company</p>
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<p>CONFIDENTIAL TENDER – DO NOT OPEN FINANCIAL PROPOSAL Reference No: ITB SER/52/2015 – Conducting Construction works in eight Municipalities in Serbia Closing Date/Time: : August 21, 2015 at 17.00 CET Name of your Company (*in case it gets returned)</p>
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* Please note if the bidders' Technical proposal is not accepted, the Financial Proposal is to be returned to the Bidder UNOPENED.

The Technical and Financial envelopes must be secured in one envelope, clearly marked and addressed as follows:

CONFIDENTIAL
TENDER – DO NOT OPEN
Chairperson, Bid Opening Board
OSCE Mission to Serbia
Španskih boraca 1, 11000 Belgrade, Serbia
Reference No.: **ITB SER/52/2015 – Conducting
Construction works in eight Municipalities in Serbia**
Closing Date/Time: : **August 21, 2015 at 17.00 CET**
****THIS MEANS RECEIVING THE ENVELOPE BY
THE TIME INDICATED**

Name of your Company

** Please note that the date and time of submitting bids stated in the Covering letter is the date and time the bids has to be received – delivered to the OSCE Mission to Serbia. Please note it is NOT the date and time for sending bids but the OSCE Mission to Serbia must RECEIVE bids by that time.

QUESTION 7	▶ Bidders will send separate envelopes for any lot they are applying for, or in case of applying for multiple lots, all of them could be sent in one envelope?
ANSWER	▶ Since the evaluation of the financial proposals will be conducted by lots, the Bidders are asked to send separate envelope for each Lot they are applying for.

QUESTION 8	▶ If the Bidder would like to apply for 4 to 5 Municipalities, which will perhaps count 10 lots, that means the Bidder shall send 10 Financial bids and for each lot Financial bid will be put into a separate envelope and along with them, Technical bid will be one and general?
ANSWER	▶ Yes, each Lot is one Financial bid and it should be put in a separate envelope. In case the Bidder would like to apply for many lots, all Financial bids could be send in a box (not using one huge envelope). On the other hand, Technical bid can be one general when it comes to general documents that are required: APR copy, Financial statements, etc. Hence, some of requirements will have to be separately submitted within the Technical bid as well: <ul style="list-style-type: none"> ▪ OSCE will be evaluating Bidder's experience that will differ from Lot to Lot (if the Bidder applies for the Lot that is related to the roof reconstruction, the bidder will submit references for such works which will differ if the bidder applies for the sewage reconstruction within another lot as well); ▪ bidders will use different contents of plant for different Lots; ▪ work plan needs to be related to the financial bid, therefore it should be submitted for each lot the Bidder applies for; ▪ CV's of key personnel will be also different from Lot to Lot; ▪ Quality assurance system will be also different form Lot to Lot.

QUESTION 9	▶ Could bidders submit bids in person, coming to the OSCE premises?
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ANSWER

- ▶ Yes, they could.

QUESTION 9

- ▶ Eligibility of a bidder

ANSWER

ITB/SER/52/2015 is open to all construction works registered companies:

- Consortium or joint venture allowed (all required completed documents are to be sent by all members in addition to signed Consortium agreement and delegation of Authority appointing Lead member)
- Subcontracting allowed for up to 30% (all required completed documents are to be sent by the subcontractor as well)
- Government companies: Government-owned enterprises may be eligible only if they (i) are legally and financially autonomous from the beneficiary, (ii) operate under applicable commercial law, and (iii) are not a dependent agency of the beneficiary of the Works

QUESTION 10

- ▶ What is the relation between the OSCE Mission to Serbia and Local Self Government units (LSGU) in which the construction works will be conducted?

ANSWER

- ▶ All Projects have been prepared by Municipalities and selected in a public call and will be carried out in close cooperation between the Municipalities and the OSCE. The OSCE Mission to Serbia signed 8 Memoranda of Understanding (MOU) / Agreements with 8 Municipalities, which define and regulate the cooperation related to the implementation of the projects. Municipalities have a set of obligations, regulated in the MoU and showed so far high commitment to support the works/projects, which will support their population.

QUESTION 11

- ▶ What are the obligations of the OSCE Mission to Serbia, defined by the MoU signed with LSGU's?

ANSWER

- ▶ The OSCE will procure and contract the contractors who will carry out the works; the OSCE completes payments/finances the works completed and carries out overall supervision of works.

QUESTION 12

- ▶ What are the obligations of each LSGU, defined by the MoU signed with OSCE Mission to Serbia?

ANSWER

- ▶ Each LSGU (Municipality) prepared technical designs / projects and specifications / and their authorized engineering/architecture companies.
- ▶ Municipalities **have issued relevant permits** and have the obligation to:
 - Assign a project manager, i.e. a person from the municipality responsible for the overall project implementation and coordination and ensures the full support of the relevant municipal departments to the works, informs the population, etc.
 - Assign qualified and licensed staff responsible for daily site supervision

	<p>and monitoring of works.</p> <ul style="list-style-type: none"> ▪ Ensure connection of premises or networks to the public utility system. ▪ Ensure technical acceptance of works – jointly with the OSCE. <p>Please note that initializing the works, as well as their completion i.e. respecting the given timeframe for the envisaged works are in the best interest of any of the Municipalities. Therefore, Municipalities are ready to ensure any required assistance. No time will be required for issuing any licenses, permits, inclusion to public networks and any other necessary requirement.</p>
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QUESTION 13	<ul style="list-style-type: none"> ▸ How is the oversight and monitoring of works organized and by whom?
ANSWER	<ul style="list-style-type: none"> ▸ The daily supervision of works will be carried out by staff assigned by the respective Municipality; this will be supervised and monitored by OSCE engineers, who will be carrying out weekly site visits and hold weekly meetings with the supervisor assigned by the municipality and the site manager, appointed by the company. Both, the municipal supervisor and the site manager of the company can report directly to the OSCE engineer, in case of problems. The OSCE engineer will also approve / confirm the completion of all phases of works for authorizing payments and issue the Certificates of Substantial and Final Completion.

QUESTION 14	<ul style="list-style-type: none"> ▸ How does the relation between LSGU's and the Contractor function, namely, there are supervisors who are paying site visits, but in case of any problem, who the Contractor should address?
ANSWER	<ul style="list-style-type: none"> ▸ Municipalities will engage their supervisors to cover any issue at the construction sites, and above that, the OSCE engineer will be paying visits on regular basis. Therefore, Municipal supervisor and the site manager of the company can report directly to the OSCE engineer, in case of problems.

QUESTION 15	<ul style="list-style-type: none"> ▸ What about additional works, are they allowed?
ANSWER	<ul style="list-style-type: none"> ▸ Additional works are allowed only if the OSCE engineer agrees with the site manager (Contractor's manager of the construction site) that there is a necessity for additional works. Of course, it has to be sent in written to the OSCE and the Bidder is allowed to: <ul style="list-style-type: none"> ▪ increase or decrease the quantity of any part of the Works; ▪ omit any such part of the Works; ▪ change the character or quality or kind of any such part of the Works; ▪ change the levels, lines, positions and dimensions of any part of the Works; or ▪ create additional tasks of any kind necessary for the completion of the Works.

QUESTION 16	<ul style="list-style-type: none"> ▸ Is there VAT exemption and who will provide it?
ANSWER	<p>Yes, there is and the OSCE Mission will provide necessary documents for the VAT exemption.</p>

**QUESTION
17**

‣ In case of additional question, are Bidders allowed to require additional clarifications after this meeting?

ANSWER

‣ Yes, as stated in the Covering Letter of the ITB/SER/52/2015, all Bidders are allowed to require any additional clarification until August 10, by 17.00 CET.