

MEETING MINUTES

Belgrade, 25 February 2016

OSCE:	Irina Krapivina, CFA; Snezana Prvulovic, National Material Management Officer; Ljiljana Draskovic, Engineer - Technical Consultant; Dragana Radonjic, Municipality of Senta, Valentina Korac, Project Assistant, Marija Makevic, National Project Officer; Dimitrije Todoric, Procurement Assistant, Ms Marta Varda Petric, Project Designer (reconstruction of the building) and Marija Petrovic, Procurement Assistant
Meeting with:	<p>Representatives of 7 construction companies in relation to the ITB SER 01 2016 Conducting Construction works in the Municipality of Senta:</p> <ol style="list-style-type: none"> 1. Mr Bela Varadi – Company “JOA” 2. Mr Pero Todorovic – Company “Javornik” 3. Mr Zoltan Molnar Cikos – Company “Salma Bau” 4. Mr Svetolik Savic – Company “Planmontaza” 5. Mr Bela Ven – Company “Azur” 6. Mr Gabor Balint – Company “YUMOL” 7. Mr Sandor Kosa – Company “Ada Fert” 8. Ms Egri Janka – Company “Blasko gradnja”
Date:	25.02.2016
Object:	Construction site visit and Pre-tender meeting ITB SER 01 2016 Conducting Construction works in the Municipality of Senta

Background:	<p>In accordance with the subject of ITB SER 01 2016 - Conducting Construction works in the Municipality of Senta and instructions provided in the ITB Covering Letter, all interested bidders were invited to the site visit and a pre-tender meeting. The site visit was attended by the representatives of 8 construction Companies, who were guided through the building that is a subject of the solicitation to get familiar with all positions defined and envisaged by the ITB Bill of Quantities.</p> <p>Pre-tender meeting was held in the premises of the Municipality of Senta. The OSCE National Material Management Officer, Ms Snezana Prvulovic, gave introductory words by welcoming participants and informing them that the Minutes of the Meeting will be sent to all meeting participants and, in addition, Minutes will be uploaded on the OSCE website.</p> <p>Ms Prvulovic presented the OSCE Chief of Fund Administration, Ms Irina Krapivina, and key OSCE Members in charge for carrying out this tender procedure:</p> <ul style="list-style-type: none"> - Project team: Valentina Korac and Marija Makevic, both in charge to provide data on the project within which the Tender has been issued; - Procurement team: Dimitrije Todoric and Marija Petrovic, both in charge to provide information regarding the submission of bidding documents; - Project Engineer - Technical Consultant, Ms Ljiljana Draskic and the Project Designer, Ms Marta Varda Petric, in charge to provide answer on any technical questions Bidders may have regarding the works to be carried out. <p>Ms Prvulovic briefly presented the project for the construction works located in the Municipality of Senta: 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>Project of the reconstruction of the building in the Municipality of Senta as the subject of this solicitation has been developed by the Municipality of Senta and the OSCE Mission to Serbia.</p>
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Relationship, duties and responsibilities between the OSCE and Municipality are defined by the Memorandum of Understanding. OSCE Mission to Serbia is the Contracting Party and provides funds for reconstruction of the building as per ITB SER 01 2016, while the Municipality of Senta is the Investor.

In regards to the Procurement procedure, Ms Prvulovic emphasized the following:

- Bids should be submitted by 14 March, 12:00.
- As for defined timeframe for conducting works, the OSCE shall inform Municipality on success of the tender by 15 March 2016, given that the works on the site should start at the beginning of April 2016.
- In the period 15 March – begging of April 2016, the Municipality shall resettle the tenants, and clean the basement of the building.
- Bids should be submitted without VAT.
- The successful Contractor shall provide the Security Performance, a guarantee in the amount of 10 % of the total amount of the Contract.

OSCE Engineer - Technical Consultant, Ms Ljiljana Draskovic, shortly described all the works envisaged by the Bill of Quantities, emphasizing as follows:

- The subject of this ITB is the first phase of the reconstruction project (bathrooms, plumbing, electrical installations, mortaring, roof reconstruction).
- The proposed budget should be sufficient to cover all costs, and there are not additional funds available.
- The deadlines for completing works will be defined in the Contract.

Ms Marta Varda Petric, Project Designer (reconstruction of the building), explained all project aspects to the participants, namely:

- The project for reconstruction of the building has been developed in total; nevertheless, due to the limited funds, the project shall be implemented into phases whereas the subject of the solicitation presents the first phase;
- There are in total 12 apartments and not every apartment has electricity and plumbing installations/sanitary block; hence the electricity and/or the plumbing networks is clearly designed and marked within the project;
- Reconstruction of the building façade is not envisaged in this phase but only the execution of plinths. Mortaring of all wall surfaces as well as mortaring of the ceiling at the spots of water infiltration and at the places where the mortar was previously stripped off.
- The roof tiles will be replaced where needed, while the remaining good/usable tiles will be re-used;
- Out of three outdoor side stair cases, two of them shall be replaced; the middle one is in good shape. The gutters also need to be replaced. All the walls need to be painted.

D I S C U S S I O N

QUESTION 1

- ▶ Considering that the roof calculation in the bill of quantities is based on a piece, which means that the price should include all works envisaged under Carpentry works without specifying unit prices for the listed sub-items, and taking into account that the item includes also replacement of 40% of the outdated rafters and roof structure, how to specify a higher percentage, if any, of the replaced outdated roof structure in the total price?

This question refers to replacement of the tiles which would not be re-used as damaged, and the existing tiles are no longer in production.

ANSWER

- ▶ Any discrepancy in the estimated quantities related to the replacement of the roof structure will be recorded in the construction book. Bidders should include in the offered price also the procurement of new tiles as given in the description, as well as to ensure - during the installation of new and old tiles - adequate street and courtyard appearance of the future roof. The tiles will be replaced at the places of total damage, while the remaining usable/good tiles will be re-used in the course of roof covering.

QUESTION 2

- ▶ Is there any roof boarding?

ANSWER

- ▶ No, there is not; just rafters and rods. The roof will need to be fixed in segments, in order to prevent any damage that might occur on the attic structure due to natural disasters, which would inevitably cause an increase of the costs.

QUESTION 3

- ▶ Can we submit all documents in Serbian?

ANSWER

- ▶ Yes, apart from Annex E; this Annex needs to be in English. A courtesy translation in Serbian is provided, but version in English is the one to be used for submitting the Bid.