



**Reference ITB No: ITB/BAH/476421/2017**

Procurement and Installation of the Specialized Equipment for the laboratory for thermal and chemical analysis of propellant samples in TROM Dobož

## Minutes of the Pre-Bid Meeting and Site Visit

Minutes of the pre-bid meeting with prospective bidders for procurement and installation of the specialized equipment for the laboratory for thermal and chemical analysis of propellant samples in TROM Dobož

**Location:** Technical workshop for ammunition maintenance (TROM) Dobož

**Date/Time:** 02 November 2017; 12:00 – 13:00

**Presence:**

**OSCE Staff**

Jarebica, Mr. Nijaz, National Procurement Officer  
Buzaljko Mr. Zlatko, Procurement Assistant

**Non - OSCE**

Representatives of the following companies:

Apical doo Sarajevo  
Mikro+Polo doo Sarajevo  
Analitika doo Sarajevo

- Mr. Nijaz Jarebica opened the meeting with the representative of the companies and TROM Dobož Command reminding of the procurement procedures stated in the ITB, especially that bidders should present their bids strictly in line with Annexes D and E, Technical Compliance Form and Pricing Format. Financial and technical bids must be separated and that bidders should indicate in Annex D any deviations from technical specification and state alternative offers.
- It was emphasized that all questions should be sent in written form and as soon as possible to shorten the time for receiving the answers from the OSCE international experts.
- Bidders first visited room for chemical analysis. Construction works are still in progress but it was possible to see final layout of the room with electrical fittings that are installed and based on that to get clear picture where the necessary furniture and equipment should be placed in accordance with requirements set out by international experts.
- Present prospective bidders identified issues regarding type of the equipment, requirements for their installation and layout of the room and they will send their question in written form. All questions will be answered by the OSCE and distributed simultaneously to all prospective bidders irrespective of the origin of the question. Issues stated at the meeting are as follows:
  - Height of the fume cupboards stated in specifications is bigger than the space in the laboratory actually allows. Currently height of the room is 2.77m, and another layer of anti-static floor needs to be set. Expected final height of the room is 2.75m;

- Need for three-phase electrical cable for fume cupboards. Currently there is only one three-phase electrical plug in the middle of the room, but not intended for the fume cabinets but for eventual electrical power for other equipment in the laboratory (that are not subject of this ITB). OSCE will inform all prospective bidders by 10 November 2017 if additional three-phase power cable will be made available on the planned location of fume cabinets;
- Width of the door entrance can be problematic. The proposal is not to install door frame before all the equipment is carried in the room. Width of the openings to each of the three rooms will be communicated to all prospective bidders on 10 November 2017;
- It was noted that heating radiators are installed on the wall parallel to the windows, but in the corners of the room. The location will prevent from installing end elements close to the back wall of the rooms (wall opposite to the door to the rooms), but the side of the end elements will have to keep distance of at least 20 centimetres from the wall. However, there is enough space to fit all required elements alongside the walls;
- Most of the fume cabinets include water installation. OSCE will inform by 10 November 2017 all prospective bidders if requested fume cabinets must include water installation;
- Pipes for the ventilation of the safety cabinets for flammables and ventilators are not envisaged by the project technical description. By 10 November 2017 OSCE will confirm the following:
  - Is ventilation of any of the safety cabinet required at all;
  - If ventilation is needed, may it be grouped in single exit air pipe and ventilator;
  - If ventilation is needed, will OSCE prepare the fittings, pipes, holes in the wall.

Even though site visit was not mandatory, it was highly recommended. Representatives of the companies said that visit was very useful and that they now have much clearer picture of the requirements for their offer and layout of the rooms.

Visit lasted for an hour during which every aspect of the project is thoroughly examined.

- Prospective bidders were advised to always submit their questions in writing not later than 10<sup>th</sup> November 2017, 17:00 local time, to OSCE email address [procurement.ba@osce.org](mailto:procurement.ba@osce.org) and to refrain from personal visits or phone calls. Eventual questions will be answered in writing, sent to all prospective bidders and published on OSCE web site without disclosing of the origin of the questions;
- The site visit and meeting ended at 13:00.

End of Minutes.