



Organization for Security and  
Co-operation in Europe  
Mission to Bosnia and Herzegovina

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

Procurement and Installation of the Vacuum Stability Tester for the laboratory for thermal and chemical analysis of propellant samples in TROM Dobož

## Minutes of the Pre-Bid Meeting

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

**Location:** OSCE Head Office, Fra Andjela Zvizdovica 1, Sarajevo

**Date/Time:** 18 December 2017; 12:00 – 13:00

**Presence:**

**OSCE Staff**

Sarban, Mr. Andrei, Project Officer;  
Numic, Mr. Semin, Project Assistant;  
Jarebica, Mr. Nijaz, National Procurement Officer;  
Buzaljko Mr. Zlatko, Procurement Assistant.

**Non - OSCE**

Representatives of the following companies:  
Shot doo Zenica

- Mr. Nijaz Jarebica opened the meeting with the representative of the company. Administrative procurement procedures stated in the ITB were highlighted, 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, if any. OSCE will technically evaluate the bids for their compliance to requirements.
- Representatives of Shot Company stated that this is demanding and complex task, especially temporary import/export to Switzerland, including all licenses. It is time-consuming procedure, dependant on decision of Swiss authorities.
- At the discussion, the tasks expected from the Supplier and OSCE during the shipping from the manufacturer to the final location in Dobož are identified as follows:
  - Supplier:
    - End User Certificate, with assistance of OSCE/BiH Ministry of Defence (MoD);
    - Export license from Czech Republic;
    - Shipping to Switzerland;
    - Import to Switzerland;
    - Export from Switzerland;
    - Shipping from Switzerland to BiH;
    - Import procedure in BiH, including all licenses;
    - Delivery to Dobož.
  - OSCE:
    - Packing in Switzerland;
    - Assistance in obtaining licenses.

- Prospective bidders were advised to always submit their questions in writing and in English language, 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.