



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

**Reference No.** ITB/BAH/489394/2018

Invitation to Bid for the supply and installation of the Intruder Detection System and Street Lights in Ammunition Storage Site Kula 2 Mrkonjic Grad

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

Minutes of the pre-bid meeting with prospective bidders for the supply and installation of the Intruder Detection System and Street Lights in Ammunition Storage Site Kula 2 Mrkonjic Grad

**Location:** ASS Kula, Mrkonjic Grad

**Date/Time:** 16 March 2018; 12:00 – 14:30

**Presence:**

**OSCE Staff**

Sarban, Mr. Andrei, Arms Control Project Officer/ Project Manager  
Numic, Mr. Semin, Arms Control Assistant  
Buzaljko, Mr. Zlatko, Procurement Assistant  
Jarebica, Mr. Nijaz, National Procurement Officer

**Non-OSCE**

Mesic, Mr. Mehmed, EUFOR Expert  
Alendar, Mr. Amir, MoD representative

**Prospective Bidders** Representatives of the following companies:

Securitas doo  
Middle Point doo  
Sword Security doo

- Andrei Sarban opened the meeting and provided brief general overview of the project;
- Zlatko Buzaljko provided brief general overview of administrative side of procurement procedures outlined in the ITB documentation;
- At the beginning of the meeting CD with detailed drawings of IDS and street lights were distributed to all present companies;
- All Prospective Bidders have to be aware of the following:
  - Will be working in explosive environment, in live ammunition storage site!!!; Cameras, street light poles, cameras, cabinets must be installed at least 20 meters from the buildings.
  - All applicable safety measures must be fully implemented and complied with, no exception to this;
  - Contractor will work in operating military site, with parallel other conflicting activities. Any operation of Ministry of Defence will have priority over operation of constructor;
- Ministry of Defence (MoD) will ensure that adequate power supply will be provided at the point showed at the site visit;
- All representatives of prospective bidders visited the whole route where the street lights and IDS will be installed; including identification of the point where current power supply cable ends, where current optical cable ends, planned line where

trench with MDPE pipe with other cables will be installed by the contractor, existing server rack in the Monitoring room will be used.

- Drilling of the walls have to be done without sparkling machines, manual drilling machine to be used. Only non-sparkling tools must be used in “Ex” zone.
- Height of ceiling in concrete storage buildings is 6 meters;
- Bidders are to supply bids strictly in line with Annexes D and E, Technical Compliance Form and Pricing Format;
- Financial and technical bids must be separated;
- Bids will be evaluated for technical compliance first. Financial envelopes of technically non-compliant bids will be returned unopened;
- Financial evaluation will be done based on each Lot separately;
- Financial bid must include all cost;
- OSCE does not pay pre-payments (only in exceptional cases, and with full pre-payment coverage by bank guarantee), standard OSCE payment terms are 30 days net. Payment in more than one instalment is possible, upon completion of agreed stages;
- Supplier will have to co-operate with the OSCE-hired supervisor on site, Ministry of Defence (especially for granting access required for all vehicles and staff, co-ordination of activities and safety and security measures) and OSCE Project Manager;
- OSCE does not expect any works, goods or services to be required beyond the items clearly specified in the bidding documents. However, any additional works must be pre-approved by the OSCE-hired supervisor on site and OSCE Project Manager prior to commencing of such works. OSCE may refuse to financially or otherwise cover any additional items (for example unapproved construction works, or return to previous state of unapproved works/items/services) unless the works/items/services are dully pre-approved by OSCE-hired supervisor and OSCE Project Manager;
- Completion of installation is planned for September 2018, but no firm timelines have been given. Each bidder must submit their own dynamic plan as part of the bid;
- Andrei Sarban briefed all present about OSCE project objectives;
- After the meeting, prospective bidders visited locations together with OSCE representatives and EUFOR expert Mesic Mehmed, who briefly explained technical aspects of the project and planned activities. All prospective bidders fully familiarised themselves with the location soil/ground category, planned route for cabling tranches, connecting points for signal and power supply, UPS, server rack, monitoring room, access roads, places for eventual storage of material and tools, sources of electricity and water, limited working hours of storage site (Monday to Friday 08:00 – 16:00 hrs).
- Prospective bidders were advised to always submit their questions in writing, 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 without disclosing of the origin of the questions;
- The site visit and meeting ended at 14:30.

End of Minutes.