

Meeting Minutes

Subject : **Request for proposal RFP SER/19/2012
for Rental of premises to the OSCE Mission in Serbia**
Date : 07 December 2012
Venue : OMiS, Bulevar Mira 26, Belgrade
Time : 10:00 –11:00

Participants : **OSCE Mission to Serbia:**

1. Saša Damjanac, Chief of Fund Administration Unit
2. Patrick Farrelly, Procurement Officer
3. Snežana Prvulović, Senior Procurement Assistant
4. Maja Vukčević, Asset Management Assistant
5. Suzana Jaković, Assistant to CFA

Potential Bidders:

1. Bojan Jevremović, “NAI atrium”
2. Uroš Adamović, “Colliers International”
3. Jovan Tatalović, “Colliers International”
4. Milica Nestorović, “GTC”
5. Biljana Radovanović, “Grawe nekretnine”
6. Rade Vasić, “Grawe nekretnine”
7. Ljubomir Drekić, “Wiener”
8. Dušan Tripković, “CBRE Richard Ellis”
9. Stevan Lojović, “Blue Centar”
10. Milica Nikolić, “CBRE Richard Ellis”
11. Aleksandar Jugović, “EuroRent”

Pre-proposed bid meeting was held on the occasion of the request for proposal RFP SER/19/2012 for Rental of premises to the OSCE Mission in Serbia (OMiS).

Mr. Saša Damjanac, CFA welcomed potential bidders and made introduction about the OSCE Mission in Serbia, Mission Members and current premises. OMiS relocation requirements were explained as to significantly reduce space and costs of maintenance and desired date for relocating April 15, 2013 was emphasized.

Mr. Damjanac confirmed details related to tender that was published on November 30, 2012. He stressed that offers should be sent during working hours between 09:00 and 17:00 hrs. Offers reaching the OMiS after 12:00 hrs on December 21, 2012 will not be accepted for evaluation, as well as the bids containing a post stamp being sent before the deadline, but reaching the OMiS after the deadline. Bidders were informed that bids opening will commence on December 21, 2012 after 12:00 and kindly asked to dispatch their offers in one sealed envelope that will contain another two sealed envelopes with financial and technical proposals separately.

In addition, Mr. Damjanac explained the general procedure and the Terms of Reference and stipulated that all correspondence should be in written and forwarded to the e-mail address rs-beg-tender-clarifications@osce.org.

Questions and answers

1. Q: Can one real estate agency offer five premises, and if yes, should these five offers e.g. for five buildings be divided into five envelopes?
A: Yes, offers to be submitted separately, one sealed envelope per offer containing separately sealed technical and financial offers.
2. Q: Should authorizations from the proprietor authorizing the real estate agency to represent the proprietor in this tender be certified by proprietor only or by the court as well?
A: By the proprietor is enough.
3. Q: In the document Instructions to Bidders at OSCE website www.osce.org/procurement/74768 it is stated “one bid-one bidder”. Does that apply to an agency?
A: Bidders may submit separate bids for several buildings, however, bidders must ensure that they are the sole agent for each of their bids, i.e. OSCE should not receive multiple bids for the same premises.
4. Q: As for financial offers, do you expect the initial starting offer, subject to negotiations, or the final offer?
A: We are expecting the final offer. The OSCE does not conduct negotiations.
5. Q: Is there a financial limit beyond which offers should not go?
A: We cannot disclose the information on our target budget, although, we are aware of the current market prices, and we expect that this price would be also corrected downwards in cases of such large footage, as well as that now is the favourable moment in the market for this type of action as compared to the period 3-4 years ago.
6. Q: Do you require to have a separate elevator?
A: Not necessarily, as long as the access to the building is secured. We do require elevators in buildings higher than two floors.
7. Q: Is the stipulation of 2000 sqm for 145 workstations based on your current furniture?
A: OMIS does not have a standardized furniture, we will be looking for purchasing furniture adjustable to the new conditions. 145 workstations should be divided into certain number of single offices, and certain number of multiple workstation offices in which we take the standard of 6-8 sqm per workstation.
8. Q: What are your safety/security standards? Are they similar to the Council of Europe, UN or the Delegation of the European Union?

A: We are prepared to share a common reception area on the ground floor as the first point of access. Thereafter, separate electronically controlled access to our offices would be necessary. There is no requirement for metal detectors but we need the alarm system and fire alarm.

9. Q: Are these issues going to be the second phase of negotiations (security, systems, and ICT network)? Is it important to give this offer at this moment?
A: You should specify this in the optional part of the financial offer. The OSCE will take into account existence of any such system, and will factor in any financial implication of potential works required in this regard.
10. Q: Is it important that the elevator goes to the garage?
A: It is desirable, but not mandatory.
11. Q: Is the OSCE obliged to pay taxes for the city land development?
A: As the Council of Europe, UN or the Delegation of the European Union OSCE is exempted from paying taxes.
12. Q: Does it have to be the whole floor for the OSCE, and would you accept to share the floor with another company?
A: OMiS would accept a half floor option or to share the floor with another reputable company as long as it is secured from another persons potentially entering the OSCE premises.
13. Q: Is there someone whose space you would not like to rent? This is related to the ownership of a property.
A: It is the OSCE policy to conduct financial and background checks on the proprietor.
14. Q: To which extent will the OMiS check proprietor? Is it to the Serbian level?
A: We will perform the check to the level required.
15. Q: Would the OMiS be interested in an offer of two or three houses with different proprietors in Senjak or Dedinje area?
A: OMiS is looking to avoid this option in order to reduce maintenance costs and consolidate.
16. Q: Question asked via e-mail after the pre-bidding meeting: Does the OMiS pay agency fees?
A: OMiS does not cover agency fees.

As there were no more questions, Mr. Damjanac thanked potential bidders for the interest they have shown and stated that the OMiS will be expecting their offers by the deadline.

Sasha Damjanac
Chief of Fund Administration Unit

