

Minutes of Site Visit and Clarification Meeting

A. Introduction

Hrvatske vode, Ulica grada Vukovara 220, HR - 10000 Zagreb is acting as Contracting Authority (CA) and will implement the Project and manage this Contract by undertaking the role of the Employer according to FIDIC Conditions of Contract.

The Beneficiary of the Community funding is Vodovod d.o.o. Slavonski Brod (End Recipient), a limited liability utility company for water supply, sewerage and waste water treatment in the ownership of the local self-government units. The relationships between the End Recipient and Hrvatske vode (Contracting Authority/Employer/Final Beneficiary) will be regulated by a special contract.

The day to day project management will be performed by a Project Manager, appointed among the staff of Hrvatske Vode, with the assistance of the End recipient.

Please be informed that the Minutes of Site Visit and Clarification Meeting will not necessarily reproduce the answers that were orally given to the questions raised during the clarification meeting, but the answers that should have been given to those questions.

B. Site Visit

The Site Visit for the abovementioned project was a one day event. The Site Visit commenced at 10:00 hrs on 16 December 2009, when interested parties were enabled to visit the future construction sites that are related to the implementation of construction works for the water supply and sewerage system in the town of Slavonski Brod and in the Municipalities of Klakar, Gornja Vrba and Podcrkavlje. After signing the List of Participants in the premises of Vodovod d.o.o., the attendees were informed on all important organizational aspects of the Site Visit. At 11:00 hrs, the participants were asked to board the bus, provided by the End Recipient as transportation means for the visit.

The Participants were taken by bus to see the route of the water supply and sewerage network that will be constructed within the scope of works for this project.

The route of the Site Visit started from the eastern part of Slavonski Brod, parallel with the Glogovica channel near the existing collector which needs to be restored.

The Site visit continued to the future WWTP, the PS 8 Bjeliš and the collector in the riverbank industrial zone Bjeliš, which joins with the sewerage networks of the Municipality of Klakar (settlements Ruščica and Gornja Vrba). This was followed by the visit to the Municipality of Gornja Vrba and the location of the future sewerage network of the settlement Klis.

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The visit route proceeded to the North connector road, from which the participants could see the location where the water supply network will be constructed for the settlements Veliko polje, Budainka, Brodski Varoš and Tuleži.

Driving along the North connector road, the participants saw the existing Water Reservoirs, which is where the location of the future Water Reservoir Brodsko Brdo will be as well.

The tour ended in the northern part of the town, where participants saw the location of the future sewerage network to be constructed in the settlements Brodsko Vinogorje, Podvinje and Tomica.

On returning to the location of Vodovod d.o.o., participants saw several locations where there the main nodes on the system will be restored to reduce losses in the water supply network.

It was emphasized that the bus would stop at any place of interest on request from any of the participants as the Site Visit was intended to ensure that the effort invested by both the Contracting Authority and the potential Tenderers lead to a successful completion of the project. The requirement for asking all questions in the English language was also emphasized, since English is the language of the tendering and contract implementation procedures, aimed to assure equal treatment for representatives of all companies. The importance of strictly following the laid down rules of the procedure and future contract was further highlighted.

The Site Visit was finished at 12:30 hrs and the participants were asked to provide questions they might have in the written form and hand them over to the representatives of Hrvatske vode at the end of the Clarification Meeting that would commence at 14:00 hrs on the same day at the City Hall of Slavonski Brod.

C. Clarification Meeting

The Clarification Meeting commenced at 14:00 hrs in the Slavonski Brod City Hall. The Head of the Unit for Preparation and Implementation of Projects co-financed by the EU Funds within Hrvatske vode, Mr. Kartelo, welcomed the attendees and briefly introduced himself and explained the management structure for this Project.

Mr. Kartelo particularly thanked the Deputy Mayor for the hospitality in the City Hall and gave him the floor.

The Deputy Mayor of Slavonski Brod responsible for economy, Mr. Ivanović, welcomed all attendees and briefly informed them about the importance of the project for the City and its surroundings. He also stressed that the City supported the Project and wished the attendees good luck in the competition with the aim of getting the best quality of construction works.

Mr. Kartelo informed the attendees that Hrvatske vode would act as the Contracting Authority and would be assisted by Vodovod d.o.o. Slavonski Brod and the City of Slavonski Brod. He also said that it was the open tender procedure according the EU PRAG procedures. Following that,

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he introduced Mr. Dihlmann, the representative of the Delegation of the European Union to the Republic of Croatia, and mentioned that the whole meeting would be audio-recorded.

Mr Kartelo stated that the meeting would be conducted in English as that is the language of the procedure. He informed the participants that the Minutes of the Site Visit and Clarification Meeting would be published on the "EuropeAid" web site <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and the Hrvatske vode web site (<http://www.voda.hr/IPA>) as advised in the Procurement Notice, and asked for the delivery of all questions in writing to avoid misinterpretation or omission of questions during the preparation of the Minutes. Also, any additional question that participants and other interested parties might have could be submitted to Hrvatske vode, the Unit for Preparation and Implementation of Projects Co financed by the EU Funds, in written form in the English language until 21 days before the tender submission deadline either at the fax number +385 1 6307 686 or in the electronic version at the e-mail address ipa@voda.hr. He emphasised that everyone had to fill in the required information from the List of the Participants, which would be published on the mentioned web sites.

The attendees were informed that the works contract "CONSTRUCTION OF WATER SUPPLY AND SEWERAGE SYSTEM" included the improvement of water supply for the existing consumers and, for additional 4,300 new inhabitants, the construction and reconstruction of 9 km of trunk mains, construction of 50 network nodes and construction of one service reservoir. The contract also includes the construction of the new sewerage system in the city of Slavonski Brod, the Municipality of Klakar, the Municipality of Gornja Vrba and the Municipality of Podcrkavlje in the length of 36,8 km, with 7 storm overflows, 1 retention canal and 8 pumping stations.

It was pointed out that the Tenderers should scrutinize the entire Tender Dossier which consists of 5 Volumes including the General and Particular Conditions of the Red FIDIC Book Contract as well as the Technical specifications, emphasizing also the importance of the Instructions to Tenderers given in Volume 1, Section 1 of the Tender Dossier, since the majority of disqualifications derive from inaccurate adherence to the requirements stipulated in these provisions.

The importance of the Evaluation Grids, which can be found in Volume 1 (Instruction to Tenderers) of the Tender Dossier, was emphasised because all offers would be evaluated on the basis of these Grids. The Tenderers should not fill in the Evaluation Grids themselves, since they would be used by the Evaluation Committee during the evaluation only; they should, however, be used as a tool for controlling the quality of the offer. It was emphasised that only one negative answer to these questions could result in the rejection of the offer. This also refers to adherence to the templates enclosed in Volume 1, Section 4 of the Tender Dossier.

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Mr. Kartelo pointed out that the Tenders must be received at the address of the Contracting Authority specified in the Procurement Notice by the date and time quoted in the Procurement Notice and in the timetable on page 6 of Volume 1 of the Tender Dossier. He advised that the opening session was public and that delayed or non-authorised attendees would not be allowed to participate in the opening session.

It was noted that the contract would be signed by the Head of Implementing Body/ Deputy of General Manager of Hrvatske vode as the Contracting Authority and the Contractor itself. It would also be endorsed by the Delegation of the European Union. After the end of the Contract, the Project would be transferred to the End Recipient , Vodovod d.o.o., Slavonski Brod.

Mr. Kartelo asked the Consultants, Designers, representatives of Hrvatske vode and Vodovod d.o.o. to state their functions to the potential Tenderers.

The participants were asked to put questions and to provide all questions in the written form and hand them over to the representatives of Hrvatske vode at the end of the meeting if they want those questions and answers to become the integral part of the Minutes.

The Attendees were informed that all supporting documentation to the Tender Dossier (Main designs), as stipulated in Volume 5 of the Tender Dossier, could be inspected at Hrvatske vode, Zagreb, Ulica grada Vukovara 220.

The List of participants of the Site Visit and Clarification Meeting is enclosed with this document.

D. Discussion

There was some discussion about technical details, but the questions were not submitted in the written form.

E. Conclusion

When there were no more questions to be answered at the meeting, Mr. Kartelo instructed the Tenderers to send all questions they might have after the meeting as well as any further requests for explanation by fax or e-mail.

The questions may be sent by e-mail to: ipa@voda.hr or by fax to: +385 1 6307 686.

The Clarification meeting was closed at 15:00 hrs (local time).

WATER SUPPLY AND SEWERAGE SYSTEM WITH WASTEWATER TREATMENT PLANT FOR SLAVONSKI BROD

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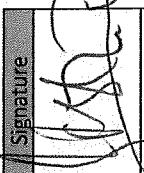
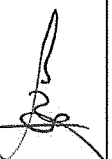




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List of participants of the Site Visit

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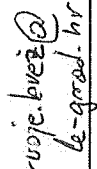
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