



An EU funded project managed by the European Union Office in Kosovo

MINUTES OF THE SITE VISIT AND INFORMATION MEETING

Issue date: 21.02.2017

Project title: Supporting Durable Solutions for collective centre residents in Kosovo

Tender Reference: ITB WORKS/DRC 01-2017

Time and place: 20.02.2017, 10 a.m. Strpce Municipality

Participant list: Attached

The tender dossier covering Lot 1 and Lot 2 was published on 13.02.2017.

An obligatory information meeting and site visit for Lot 1 started at 10:00 a.m. on 20.02.2017 in front of the Municipality of Strpce as published in the Instructions to Tenderers.

The following representatives attended the site visit and information meeting:

- representatives of 19 companies
- representative of the design company, and
- representatives of DRC (Contracting Authority).

The information meeting was opened by the DRC representative, who welcomed all the participants to the meeting and provided bidders present the opportunity to ask questions prior to the planned site visit.

Based on questions received, DRC reiterated the following points contained in the tender dossier:

- **Bidding Data 2.2a):** The minimum required average annual turnover of construction work for the successful Bidder during the last three years shall be at least 3.5 million EUR. In case of a consortium bid, the consortium as a whole must satisfy the minimum requirement. The consortium leader must meet at least 70% of the requirement. Each member of the consortium must meet at least 10% of the requirement. In order to be eligible, the company must be operational for more than 3 years with at least 3 years closed accounts from the date of tender submission.

Evidence: The above requirements must be demonstrated by audited financial statements of the tenderer for the last 3 financial years, which were audited by a Chartered Accountant/Auditor.

Tax statements are not required to be submitted with the tender. However, the Contracting Authority reserves the right to request such documentation during the tender evaluation stage.

Implemented by





Please also refer to Clarification No 1 already issued: In Section 5: A-G Standard Forms: B; 1.2, the Bidder is requested to supply financial information for the years 2014-2019 as indicated in the template.

As evidence, the Bidder must attach audited financial statements for the last 3 financial years for which accounts have been closed and verified.











- As audited financial statements for 2016 may not be available for all bidders, please supply as evidence:
 - Audited financial statements for 2013-2015 and
 - Audited financial statements, if available, or Bank statement attesting financial turnover for 2016
- **Bidding Data 9.0:** The Bid security to be submitted with the tender has to be issued by a Bank as indicated in the attached template Section 5: E. Bid Security.
- **Language requirements:** It was pointed out that the tender and all correspondence and documents related to the tender will be in English. However, the Contracting Authority will accept references including certificates of completion in one of the official languages of Kosovo. The Contracting Authority reserves the right to request notarized translations during the tender evaluation stage.
- All prospective tenderers were kindly asked to submit questions to DRC in writing only via email: procurement@drc-kosovo.org, or letter, until 15 days prior to the deadline for submission of bids by specifying the tender reference and the contract title. Moreover, the prospective tenderers were informed that any verbal clarifications provided during this information meeting will be confirmed only in writing as a response to written received questions.
- The minutes of the clarification meeting and the site visit will be published on DRC's website, www.drc-kosovo.org and www.drc.dk as well as any future clarifications.

After the information meeting, the participants proceeded to the site location where bidders were informed that it is the bidder's responsibility to ensure and follow the General technical specifications provided with the tender dossier regarding all information obtained by the Contractor regarding site conditions, subsurface information, groundwater elevations, existing construction of site facilities as applicable, and similar data, are the complete responsibility of the Contractor. The Contracting Authority does not assume any responsibility for the completeness and faultlessness or interpretation of such supplementary information.

The site visit ended at 11:00 hrs CET.

Site visit and information meeting participant list

Tender ref: WORKS/DRC01-2017
20/02/17
10 am Srpce Municipality

Name	Company	Signature
LUTFI Qehaja	Tekno Ing Consulting shpt.	
SAHIF ADAR	CONEX GROUP SHPK	
FERITAN UKAJ	BENITA COMPANY	
ABDYL Kelmendi	DAXI SHPK	
ARBEN BROVINA	N.N.E. "NARTEL"	
DRITON MURQAJ	"KDEPTIMTARI" SHPK	
BRINOL VITAKU	AL TRADE SHPK	
KOBEJT GESHAJ	MERCOM COMPANY/SH.PK.	
ALBAM DEMIRPAJ	KRAPI COM SHPK	
NASAR KARBASHI	BETA-GIG. SUPR	

Signature:
Shyllie Asbi
DRC Project Manager












Title of the project: Supporting durable solutions for collective centre residents in Kosovo

Site visit and information meeting participant list

Tender ref: WORKS/DRCO1-2017

20/02/17

10 am Strpce (Municipality)

Name	Company	Signature
11 HIBO KABASIBI	CONSTRUKTOR GRUPO SHPK	
12 EZHADI BYTYQI	ALBI COMPANYY	
13 ADEM BERISHTA	INGRAD "ZAGREB" UN. "PUSHITIVA"	
14 Ali Kallaku	STYBUNA-SH.P.	
15 KIL KIEL MEMIS	N.P.N., NPE-ING	
16 DOMOTECHNIKI SA	LORIK BOKSHI	
17 EHAD BYTYQI	FATIJ SHPK	
18 SADIK KRAPI	EUROBESI "SHPK"	
19 FATOS SHABAJI	FITORFA SH.P.K	
20		

Signature:

Shytle Adh
DRC Project Manager

