



Republic of Serbia
MINISTRY OF FINANCE
Department for Contracting and
Financing of EU Funded Programmes
(CFCU)



EU funded Project

Site Visit for Project “River Training and Dredging Works on Critical Sectors on the Danube River”

EuropeAid/135644/IH/WKS/RS

Date and Time of the Clarification meeting: 10.11.2016; 09:00 – 12:00 h CET

Venue: 9 Francuska St.

Belgrade 11 000,

Republic of Serbia

AGENDA

Date	Time	Activity
10-11-2016	09:00 – 09:30	Registration
	09:30 – 09:45	Welcome note, organizational issues, agenda
	09:45 – 10:30	Presentation of Project, Stakeholders and Procedures
	10:30 – 10:45	Cross-checking of Attendants Sheets from the Site visit and the Information Meeting
	10:50 – 11:15	Issuance of Certificates for Attendance at Information Meeting and Site Visit
	11:15 – 11:20	Closing remarks and end of the information meeting

Minutes of the Information Meeting

On behalf of the Contracting Authority Information meeting was opened by welcoming words from the representative of the Contracting Authority, Ms. Gordana Šešlija, Project manager, and Mr. Ivan Mitrović, representative of the Directorate for Inland Waterways Plovput, the End Recipient of the project.

Following the opening of the meeting, Ms. Gordana Šešlija presented the overall context of the Project, as well as the main parties in the Project implementation. Additionally, Ms. Šešlija

presented basic information related to type of tender procedure and highlighted the main procedural issues related to Tender dossier. Participants were informed that all important information related to tender and important deadlines related to procurement procedure can be found in the respective Contract Notice and Tender dossier.

Additionally, the participants were informed that any questions related to technical and/or legal/procedural aspects of Tender dossier should be posted in writing to addresses quoted in the relevant Tender dossier. They were also informed that Contracting Authority shall publish official answers in writing in line with the information and deadlines presented in the Tender dossier, in Volume 1 – Instructions to Tenderers. It was highlighted that only these answers shall be considered as official answers of the Contracting Authority with reference to Tender dossier „River Training and Dredging Works on Critical Sectors on The Danube River“.

Furthermore, Mr. Ivan Mitrović, Head of International Project Management and River Information Services Division, on behalf of the End Recipient of the project, presented the main scope and basic technical features of the Project (the Presentation is annexed to the Minutes).

Following the presentation, representatives of the Contracting Authority, the Final Beneficiary and the End Recipient performed the cross-check of presence at the site visit and information meeting by inspecting the lists of attendance (annexed to these Minutes).

It was concluded that the representatives of 13 companies in total were present both at the site visit and information meeting. It was also noted that representative of one company participated at the site visit, while they were not present at the information meeting.

Subsequently, representatives of Contracting Authority (Ms. Gordana Šešlija, Project manager, Mr. Miloš Grozdanić, Project Manager) issued the Certificates of Attendance to the companies that were proven to be present both at the site visit held on 09.11.2016 and the information meeting held on 10.11.2016.

The list of companies which received the Certificate of Attendance with signatures of persons who received the Certificates on behalf of respective companies is annexed to the Minutes.

The clarification meeting was closed at 11:20 h.