



Republic of Serbia  
**MINISTRY OF FINANCE**  
**Department for Contracting and  
Financing of EU Funded Programmes**  
No: NEAR/BEG/2023/EA-LOP/0196  
53 Balkanska St.  
Belgrade



**#EY  
ЗА ТЕБЕ**

**This project is funded by the European Union**

<b>Subject</b>	Mandatory information meeting
<b>Project</b>	Reconstruction and adaptation works of selected public buildings across Serbia
<b>Publication reference</b>	NEAR/BEG/2023/EA-LOP/0196
<b>Venue</b>	Ministry of Construction, Transport and Infrastructure, Nemanjina 22-26, 11000 Belgrade
<b>Date/time of the meeting</b>	20 December 2023, 12:00

### **AGENDA**

12:00 - 12:15	Opening of the meeting and welcome words- Project Manager, IPA Unit of Ministry of Construction, Transport and Infrastructure
12:15 – 12:30	Procedural details – Project Manager, Department for Contracting and Financing of EU Funded Programmes(CFCU)
12:30 - 13:30	Questions/Answers
13:30	Issuing Certificates and Closing of the Meeting

## **MINUTES OF THE MEETING**

Information meeting started at 12:00h at the premises of Ministry of Construction, Transport and Infrastructure, Nemanjina 22-26.

Project manager from IPA Unit of Ministry of Construction, Transport and Infrastructure opened the meeting and welcomed the participants.

Project Manager in Division for Tender Preparation and Project and Contract Management, on behalf of the Contracting Authority, Ministry of Finance, Department for Contracting and Financing of EU Funded Programmes (CFCU), presented procedural details regarding this tender, as well as the main parties in the project implementation. Participants were informed that all the important dates related to the tender can be found in the respective tender dossier. Project Manager underlined the fact that any questions related to technical and/or legal aspect of tender dossier must be submitted in writing to the addresses listed in the tender dossier and that the Contracting Authority shall issue official answers at the addresses indicated in the tender dossier in line with the deadlines listed therein. Only these answers shall be considered as official answers of the Contracting Authority. Participants were also informed about change of address of Contracting Authority and about upcoming issuance of Corrigendum related to tender documents and in connection with this matter.

Discussion regarding tender dossier and technical specifications was raised, with the questions from the participants regarding mentioned subject. Representative of the Contracting Authority (CFCU) informed participants that any questions related to technical and/or legal aspect of tender dossier and site inspection (visit) must be submitted in writing as listed in the tender dossier and that the Contracting Authority shall issue official answers as indicated in the tender dossier in line with the deadlines listed therein. Only these answers shall be considered official answers of the Contracting Authority.

Following the discussion, the meeting was closed and representative of the Contracting Authority issued the Certificates of attendance to the present companies. Certificate of attendance of persons who received the Certificates on behalf of respective companies and attendance list is annexed to the Minutes.

Meeting was closed at 13:30 hours.