

## MINUTES OF SITE VISIT & INFORMATION MEETING

19<sup>th</sup> October 2018

**Project Title: Aquarium Boka construction – Phase I**

**Publication reference: 013-MA/2018**

The Contract Notice and Tender Dossier were published on the website of the MonteAqua project (<http://www.aquariumboka.ucg.ac.me/monteaqua-arhiva/>) and in newspaper Dnevne Novine on 11<sup>th</sup> October 2018.

A compulsory site visit started at 12:00 a.m. on 19<sup>th</sup> October 2018, in the premises of the Contracting Authority- University of Montenegro – Institute of Marine Biology, Dobrota bb, 85330 Kotor, Montenegro, Montenegro.

The following representatives attended the site visit:

- representatives of 2 company,
- representatives of construction company “LD GRADNJA” D.O.O, Niksić and
- representatives of architectural studio Enforma d.o.o, Kotor
- representatives of MonteAqua project, and
- representative of the University of Montenegro – Institute of Marine Biology(Contracting Authority).

The company representatives were welcomed by the representative of the University of Montenegro – Institute of Marine Biology and briefly informed about the site visit programme. The information meeting was held at the same place during site visit. The representatives of the present companies fulfilled Attendance sheet for site visit and information meeting.

The information meeting was opened by the representative of the University of Montenegro – Institute of Marine Biology, who once again welcomed all the participants to the meeting and presented the main information about the project.

The representative of the University of Montenegro – Institute of Marine Biology presented the following points:

- The procedure of the contract is open, as stated in the point 2 of Contract Notice;
- The project under which this contract is implemented is "Center for the Protection of the Biodiversity of the Sea Boka Aquarium - MonteAqua";
- The project is financed under the Grant Agreement number MNE-17/0004 given by The Norwegian Ministry of Foreign Affairs, represented by the Norwegian Embassy in Belgrade, to the University of Montenegro - the Institute for Marine;
- Short description about the work contract, stated in point 7 of the Contract Notice;

- Period of implementation of tasks is 6 months from contract signature by both parties;
- Public tender opening session will be held on 19<sup>th</sup> November 2018 at 10:00 AM Central European Time (CET) in the premises of the University of Montenegro – Institute of Marine Biology (address: Dobrota bb, 85330 Kotor; Montenegro), to which representatives of tenderers can attend;
- All prospective tenderers were kindly asked to submit questions regarding the tender to the University of Montenegro – Institute of Marine Biology only in writing up to 30<sup>th</sup> October 2018 (21 days before the deadline for submission of tenders), to the e-mail address indicated in relevant sections of the Tender Dossier (point 5 of Instructions to Tenderers) by specifying the publication reference and the contract title as stated in Instructions to Tenderers. 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 University of Montenegro – Institute of Marine Biology will reply to all tenderers' questions up to 8<sup>th</sup> November 2018 (11 days before the deadline for receipt of tenders). The questions and answers will be published on the website of the MonteAqua project (<http://www.aquariumboka.ucg.ac.me/monteaqua-arhiva/>), as per item 5. of ITT. Therefore, the participants are suggested to follow up this website in order to be informed regarding the progress of the tender process.
- The minutes of the clarification meeting and the site visit will be published on the website of the MonteAqua project (<http://www.aquariumboka.ucg.ac.me/monteaqua-arhiva/>), as per item 5. of ITT.

The meeting was closed at 12:45 hrs.