EUROPEAN UNION

DELEGATION TO BOSNIA AND HERZEGOVINA

MINUTES OF THE SITE VISITS

Tender: Reconstruction works on the Sarajevo and Novi Grad city halls
Publication Ref Nr: EuropeAid/130758/C/WKS/BA;
Tender no: EC/BIH/TEN/11/022

As announced in Procurement notice and Instruction to tenderers, two site visits were held at:

Sarajevo City Hall (Vjećnica) on 19th Sep 2011 at 09:00 am
Obala Kulina Bana 42 street
71000 Sarajevo, Bosnia and Herzegovina

and

Novi Grad City Hall on 20th Sep 2011 at 10:00 am
Njegoseva 2 street
79220 Novi Grad (former Bosanski Novi), Bosnia and Herzegovina

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19th Sep 2011 at 09:00 am, Sarajevo City Hall (Vjećnica)

Participants:

No.	Name and Surname	Position	Representing
1	Halina Sowinska	Senior Procurement Officer	Delegation of the EU to BiH
2	Nerma Kapo	Procurement Officer	Delegation of the EU to BiH
3	Ferhat Mulabegovic	Supervisor of the ongoing restoration project financed by Spanish cooperation	Urbing
4	Vildana Jakic	Project Coordinator	City Administration Sarajevo

The representatives of EU Delegation welcomed representatives from the interested companies on behalf of Delegation of the European Union to Bosnia and Herzegovina, asked them to sign the attendance register and introduced other attendees (listed in the table above).

The representatives of present companies were instructed that during the site visit they can ask questions but only questions written on questionnaire forms they received at the entrance, submitted at the end of the site visit and answered within 2 weeks in a way they get published at web sites indicated in Works Procurement Notice, will become integral part of the tender dossier. Should there be no questions submitted at the end of the site visit, the companies were advised to ask questions as per instructions and the deadline given in the Works Procurement Notice and Instruction to tenderers.

Mr. Ferhat Mulabegovic gave brief introduction of the history of Sarajevo City Hall (Vjećnica) and main points of the work at each floor of the building during the site visit.

As none of the attendees had any questions formally addressed to the Procurement Officer at the end of the site visit, they were advised to submit all their questions as instructed in the Works Procurement Notice and Instruction to tenderers.

20th Sep 2011 at 10:00 am, Novi Grad City Hall

Participants:

No.	Name and Surname	Position	Representing
1	Halina Sowinska	Senior Procurement Officer	Delegation of the EU to BiH
2	Nerma Kapo	Procurement Officer	Delegation of the EU to BiH
3	Danka Bundalo	Project Officer	Municipality Novi Grad

No company representatives attended the site visit.