



**Public Works Administration**

**MINUTES OF SITE VISIT & INFORMATION MEETING**

**06th September 2021**

**Project Title: Supply of Equipment for Improving Safety of Maritime and Inland Navigation in Montenegro**

**Lot 1: Maintenance and Revitalization of Existing and Installation of New Marine Lights**

**Lot 2: Supply of equipment for Vessel Traffic Monitoring Information System (VTMIS)-phase II**

**Publication reference: NEAR/TGD/2020/EA-OP/0070**

**SITE VISIT FOR THE LOT 2**

Site visit started at 09:00 a.m. on 06<sup>th</sup> September 2021, at the VTMIS Centre in Dobra Voda, at the address: Dobra Voda bb, 85000 Bar, Montenegro.

The following representatives attended the information meeting:

- representatives of 4 prospective tenderers
- representatives of Administration for Maritime Safety and Port Management
- representative of the Public Works Administration (Contracting Authority) and
- representative of the Delegation of the European Union to Montenegro (in the role of observer).

Prospective tenderers were informed by the representatives of the Administration for Maritime Safety and Port Management (AMSPM) about the following:

- Importance of the Project for Montenegro and AMSPM.
- Brief presentation of the overall Project with reference to implemented sub-systems of Vessel Traffic Monitoring and Information System (VTMIS) and technical requirements that Montenegro has performed as a coastal state, such as: Very High Frequency (VHF), Global Maritime Distress and Safety System (GMDSS), Automatic Identification System (AIS), Long Range Identification and Tracking (LRIT), Adriatic Mandatory Reporting System (ADRIREP) etc.
- Key technical aspects of the Lot 2 were presented. Each sensor site (new and existing) was described and the list of the required new equipment was briefly elaborated. Prospective tenderers visited existing facilities of the VTMIS Control Room, UPS room, Electro Supply room, Rack room, Power generator site and Radar masts (outside the building). Brief presentation of the key functionalities of the existing VTMIS software was also conducted. Google maps were used to point where the new and existing site locations are.

The Site visit was closed at 10.30.

## INFORMATION MEETING FOR LOT 1 and LOT 2

The information meeting for Lot 2 and Lot 1 started at 13:00 hrs. and at 15:00 hrs. respectively on 06th September 2021, in the premises of the Beneficiary: Administration for Maritime Safety and Port Management, Maršal Tito st.7, PO 14, 85000 Bar.

The following representatives attended the information meeting:

- representatives of 3 prospective tenderers for the Lot 2, and 2 prospective tenderers for the Lot 1,
- representatives of Administration for Maritime Safety and Port Management
- representative of the Public Works Administration (Contracting Authority) and
- representative of the Delegation of the European Union to Montenegro (in the role of observer).

All participants were welcomed by the representative of Administration for Maritime Safety and Port Management and were briefly informed about the meeting agenda. Prior to the start of the Information Meeting participants signed attendance list to the meeting.

The Meeting started with brief presentation of the main objectives and key stakeholders of this EU funded project.

The prospective tenderers were reminded by the representatives of the Public Works Administration about the purpose of the Information meeting and were requested to submit any questions they might have regarding the tender only in writing, addressed to the Contracting Authority to the e-mail address indicated in relevant sections of the Tender Dossier. Moreover, the prospective tenderers were informed that any verbal clarifications provided during the meeting will be confirmed only in writing as a response to written received questions. Deadline for submission of additional written questions is 21 days before the tender submission date. The Contracting Authority shall respond to all questions 11 days before the tender submission deadline and answers will be published on the on TED eTendering and Public Works Administration websites. Therefore, all the prospective tenderers were suggested to follow up these websites on daily basis in order to be informed regarding the progress of the tender process.

Public Works Administration elaborated on key tender dossier requirements with reference to the applicable PRAG procedures. It was pointed out that the prospective tenderers have to pay special attention to the eligibility and rules of origin.

The prospective tenderers were reminded on the requirement for inclusion of the original tender guarantee as a part of their tender. Only the original of the tender bank guarantee must be included in the original tender.

The prospective tenderers asked several questions for the Lot 2.

1. What is the procedure for VAT exemption?

Answer provided: The applicable tax and customs arrangements are stipulated in section 12 of the Instruction to tenderers. All requests for tax exemptions will be conducted in close liaison with the Contracting Authority.

2. Who will be responsible for issuing permits and licenses, such as those for electricity connection?

Answer provided: The Contractor shall prepare the drawings, documents, samples and/or models according to the Montenegrin law. After submission of all necessary documents according to the

local rules and regulations Final Beneficiary shall apply for the licenses or permits at Montenegrin Institutions.

3. Whether the after sale services are mandatory?

Answer provided: In accordance with the section 11 of the Instruction to tenderers, financial proposal for after-sales services for 1 (one) year beyond warranty period shall be presented **for information only**. After sale services will not be financed under this contract.

4. In technical specification, several items on long-range cameras have certain inconsistencies. There is a possible indication on the specification of a particular manufacturer. What would be the tolerances for other manufacturers?

Answer provided: For the sake of consistency and precise answers, the prospective tenderer was asked to urgently submit this and any other questions in writing, addressed to the Contracting Authority to the e-mail address indicated on relevant sections of the Tender Dossier (point 18 of the Contract Notice and point 8 of Instruction to Tenderers).

The prospective tenderers asked several questions for the Lot 1

1. In technical specification for some items (i.e. Item 6), discrepancies were observed with regards the requested focal plane, diameter, height for the buoys that are difficult to be met?

Answer provided: For the sake of consistency and precise answers, the prospective tenderer was asked to urgently submit this and any other questions in writing, addressed to the Contracting Authority to the e-mail address indicated on relevant sections of the Tender Dossier (point 18 of the Contract Notice and point 8 of Instruction to Tenderers).

**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. Deadline for submission of additional written questions is 13/09/2021 until midnight or 21 days before the tender submission date.**

The minutes of the information meeting, without the registration list, will be published and made available to all the prospective tenderers.

The meeting was closed at 15.30 hours.