**MINUTES OF SITE VISIT & INFORMATION MEETING**

**Kotor, 04 November 2019**

**Tender Title**: **IMB Building Upgrade for setting up Community Laboratory in Kotor**

**Publication reference: Food4HEALTH – T4**

The Contract Notice and Tender Dossier were published on the websites of the University of Montenegro, Institute of Marine Biology, Kotor (<https://bit.ly/33SHm2v>) and the daily news „Dnevne novine“ on 25 October 2019.

An compulsory site visit started at 12:00 h on 04th November 2019, at the premises of the Contracting Authority-University of Montenegro, Institute of Marine Biology at the address: Dobrota bb, 85330 Kotor, Montenegro.

The following representatives attended the site visit:

* representatives of one company,
* representatives of Enforma doo, Kotor (architectural studio), and
* representatives of University of Montenegro, Institute of Marine Biology, Kotor (Contracting Authority).

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

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

* The procedure of the contract is simplified tender prodecure, as stated in the point 2 of Contract Notice;
* The programme under which this project is implemented is INTERREG IPA CBC Italy-Albania-Montenegro programme;
* Short description about the work contract, stated in point 7 of the Contract Notice;
* There is one lot only for this project;
* Period of implementation of tasks: 12 months from contract signature by both parties
* Public tender opening session will be held on 25 November 2019 at 12:00h in the premises of 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 4th November 2019 (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 the Contract Notice and 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 14th November 2019 (11 days before the deadline for receipt of tenders). The questions and answers will be published on the websites of the University of Montenegro, Institute of Marine Biology, Kotor (<https://www.ucg.ac.me/objava/blog/1223/objava/51172-food4health-tender>) 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 site visit will be published on the websites of the University of Montenegro, Institute of Marine Biology, Kotor (<https://www.ucg.ac.me/objava/blog/1223/objava/51172-food4health-tender>) as per item 3. of ITT.

The meeting was closed at 12:50 hrs.