

MINUTES OF THE INFORMATION MEETING AND THE SITE VISIT

Project Title: Construction Works for Common Cultural Heritage: Preservation and Dialogue between Turkey and the EU (Phase II)

Publication reference: EuropeAid/139780/IH/WKS/TR

The Contract Notice and Tender Dossier were published on the web sites of the EuropeAid and the CFCU on 23.08.2019.

Optional information meeting and site visit were realised according to the schedule indicated in the Article 13 of the Contract Notice.

The site visit was realised as follows:

All participants were invited to the Sinop Historical Prison facility to be restored at “Kaleyazısı Mahallesi, Cumhuriyet Cd., 57000 Merkez, Sinop, Turkey”. Representatives of 10 companies in total, representatives from the CFCU (the Contracting Authority) and the Ministry of Culture and Tourism (the Beneficiary) attended the site visit.

Following the site visit, the participants were directed for information meeting to the presentation room at the premises of the Beneficiary near this location.

The information meeting was realised as follows:

In particular the following points, which are required to be taken into consideration during submission of tenders, have been emphasized by the representative of the Contracting Authority during the information meeting;

- Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in the Tender Dossier and the tenders must be prepared carefully and accordingly. The potential tenderers are suggested to examine Evaluation Grid in the Tender Dossier carefully to see the checkpoints of the tenders during the evaluation process.
- The Tenderers may submit questions to the CFCU in writing, up to 21 days before the deadline for submission of tenders (**04.11.2019 5:00 p.m.**), by specifying the publication reference and the contract title via electronic mail or fax or letter as stated in Article 8 of Instructions to Tenderers.

The clarifications will be published on the CFCU and Europeaid websites by the deadline on **14.11.2019**. Therefore, all questions must be submitted **in writing** to the CFCU, even if it is verbally asked during the meeting.

Only the questions addressed to the CFCU will be taken into consideration and, as stated above, they will be published on the CFCU and Europeaid websites. Therefore, the Tenderers were suggested to follow up the websites in order to be informed regarding the progress of the tendering.

- A public open session will be held on **02.12.2019** at **2:30 p.m.** for tender opening to which the tenderers can participate.
- Participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of tenderers) which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) no. 236/2014 establishing common rules and procedures for the implementation

of the Union's instruments for external action (CIR) for the applicable instrument under which the contract is financed.

- Tenderers must tender for the **whole of the works** required by the dossier as per Article 1.1 of Instructions to Tenderers. The works are **not divided into lots** and tenders must be **for all the quantities indicated** as per Article 11.2 of Instructions to Tenderers.
- Participation by a tenderer in more than one tender for a contract will result in the disqualification of all those tenders for that contract in which the party is involved as stated in Article 4 of Instruction to Tenderers.
- The tender and all correspondence and documents related to the tender exchanged by the tenderer and the contracting authority must be written in the language of the procedure, which is English, as per Article 10 of Instruction to Tenderers.
- In particular, Article 12 of the Instruction to Tenderers (Information/Documents) is very important. All the documents mentioned under this article must be supplied by the tenderers accordingly. Because of this, it is suggested that the tenderers pay special attention to this article. Following issues were emphasized among the information and documents requested as per Article 12 of Instructions to Tenderers:
 - a presentation of the tenderer's organisation, including the total number of staff employed (Form 4.6.1.1),
 - a confirmation that the tenderer will satisfy the staff requirements for execution of the contract (Form 4.6.1.2),
 - a confirmation that the tenderer will satisfy the equipment requirements for execution of the contract (Form 4.6.2);
 - a list of materials and any supplies intended for use in the works, stating their origin;
 - Financial data to be provided by the tenderer in relation to the annual turnover criterion must be expressed in EUR. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to EUR shall be made in accordance with the InforEuro exchange rate of June of each year, which can be found at the following address:
<http://ec.europa.eu/budget/graphs/inforeuro.html>
 - Financial data to be provided by the tenderer in relation to the technical and professional capacity criterion must be expressed in EUR. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to EUR shall be made in accordance with the InforEuro exchange rate at the month of contract signature, which can be found at the following address:
<http://ec.europa.eu/budget/graphs/inforeuro.html>
 - Previous experience of the Tenderer must be proved by certified copy (approved by notary or the legal entity that issued the certificate, confirming that it is the true copy of the original) of taking over / provisional acceptance / final acceptance / work completion certificates. The project which is not completed will not be taken into consideration.
 - If a tenderer has implemented the project in a JV/Consortium, it should be clear from the documentary evidence (taking over / provisional acceptance / final acceptance / work completion certificates) the percentage the tenderer has successfully completed.
 - In the case of a tender submitted by a Joint Venture/Consortium, the following selection criteria will be applied to the Joint Venture/Consortium as per Article 12.2.3. of Instruction to Tenderers:
 - Each individual member must satisfy the legal status criterion (12.2.1);

- The leading member must meet not less than 50% of the turnover criterion (12.2.2.a) and financial resources criterion (12.2.2.c);
 - Each member must meet not less than 25% of the turnover criterion (12.2.2.a) and financial resources criterion (12.2.2.c);
 - Each individual member must satisfy the financial position criterion (12.2.2.b);
 - The leading member must meet not less than 50% of the technical and professional capacity criterion (12.2.3);
 - The Joint Venture/consortium must satisfy the technical and professional capacity criterion (12.2.3) and; collectively the turnover (12.2.2.a) and financial resources (12.2.2.c) criteria.
- The currency of the tender is the **Euro** as per article 13.1 of Instructions to Tenderers.
 - The validity of tenders is 90 days from the deadline for submission of tenders as per article 14 of Instruction to Tenderers.
 - Tenderers must provide a tender guarantee of **100 000 EUR** as per article 15 of Instruction to Tenderers.
 - The successful tenderer will be asked to provide a performance guarantee of **10%** of the amount of the contract at the signing of the contract. This guarantee must be provided together with the return of the countersigned contract as per Article 12 of the Contract Notice.
 - The deadline for submission of tenders is **12:00 noon (Local Time - Turkey) on 25.11.2019**. Details related to submission of tenders are provided in Article 19 of the Contract Notice. Any tender submitted to the contracting authority after this deadline will not be considered.

The tenderers were once again reminded that the questions were to be submitted in written form to the CFCU by specifying the publication reference and the contract title via letter or fax or electronic mail as stated in Article 8 of Instructions to Tenderers, so that they could be answered and published for the attention of all interested tenderers by means of a clarification.