**MINUTES OF INFORMATION MEETING**

**7th August 2013**

**Project Title:** Elaboration of technical documentation for implementing of energy efficiency measures in 3 public buildings in Municipality of Rila.

**Lot 1:** Elaboration of technical passports of 3 public buildings in Municipality of Rila and Elaboration of detailed investment project for implementing of energy efficiency measures in 3 public buildings in Municipality of Rila.

**Lot 2:** Elaboration of energy efficiency audits in 3 public buildings in Municipality of Rila.

**Location:** Region of Kuystendil**,** The Republic of Bulgaria, Municipality of Rila;1.House of culture Unique Cadastre Number (UCN) II-577,quarter 66; 2.The municipality of Rila administrative building –UCN VIII-640,quarter 52; 3. Former House for children without parental care (Dormitory) UCN I-1118,quarter 82 according to the Regulative plan of the town of Rila..

**Publication reference: 2007CB16IPO006-2-2011-170-1**

The Procurement Notice and Tender Dossier were published on the web sites of Rila Municipality: [www.grad-rila.bg](http://www.grad-rila.bg) on 29.07.2013.

A mandatory information meeting and a site visit was held on 7th of August 2013 in the board room of Municipality of Rila.

Representatives of 2 companies in total have received “|Information Meeting Certificate”|.

The Information Meeting was held at 11:00 a.m. in the Board room of in the Municipality of Rila. In particular the following points, which require to be taken into consideration during submission of tenderers have been emphasized by:

* A public open session will be held for tender opening to which the tenderers can participate on 30th of August 2013
* Tenderers may submit questions to the Contracting Authority in writing up to 21 days before the deadline for submission of tenders, by specifying the publication reference and the contract title via electronic mail or fax or letter as stated in item 8 of Instructions to Tenderers.
* Tenderers are forbidden to contact with the representatives of the Rila Municipality. Participation in tendering is open to all legal persons from one of the Member States of the European Union or in a country or territory of the regions covered and/or authorised by the Instrument for Pre-accession programme (IPA) under which the contract is financed as stated
* Submission or participation by a tenderer in more than one tender for a contract will result in the disqualification of all those tenders for the contract in which the party is involved as stated in item 4 of Instruction to Tenderers.
* 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. After submission deadline, any modification in the tender will not be allowed. The potential tenderers are suggested to examine Evaluation Grid placed in the Tender Dossier carefully to see the checkpoints of the tenders during the evaluation process.
* The language of tender is English and the tender and all correspondence and documents related to the tender will be in English as it is described in the Instruction to Tenderers.
* The currency of the tender is the Euro as per item 13.1 of Instructions to Tenderers.
* Late tenders which are received after the deadline for submission will be rejected and will not be evaluated.
* The tenderers were guided to ask their technical questions by writing to the Rila Municipality.

After the information meeting, the company representatives were briefly informed about the site visit programme and were transported to the project area at 14:00 p.m.