

MEETING MINUTES

Program: Interreg NEXT Black Sea Basin Program

Reference No: BSB00353

Contract Number and Signature Date: MDLPA 188049/11.09.2024

Project Name: Strengthening Local Response Capacities to Climate Change in the BLACK Sea Region - lap BLACK

Activity Name: Clarification Meeting

Event Address: Strategy Development Department Meeting Room

Event Date/Time: 9 July 2025/ 10:00

MEETING CONTENT

The tenderers specified in the signature chart kept in the tender procedure file participated in the meeting held in order to inform the tender companies. Presentations were made regarding the technical and administrative issues of the project and the answers to the questions asked below were given.

Veysel ÇIPLAK, Project Coordinator; Head of the Strategy Development Department;

- The goals and objectives of the Interreg next Program and the lap black Project were explained.
- In the context of sustainability, the impact of climate change on the environment was emphasized.
- Information was given about the similarities and differences between the national legislation on procurement and the EU Interreg NEXT Black Sea Basin Program procurement rules.
- The sustainable park approach and the basic principles of the project were conveyed to the participants.

Esra PARILDI, Project Specialist, Master Landscape Architect,

Her presentation on the technical details and scope of the Sustainable Park Project:

- Detailed information was given about the goals, objectives and partners of the project.
- The importance of the sustainable park project was emphasized.
- Participants were informed about the parking area and land characteristics.

- The elements of the park planned to be built were explained.
- The reasons for including each element in the park and the logic of the project were explained.

Administrative Issues:

- The basic criteria and procedures that the tenderers should pay attention to in their applications were explained.
- The similarities and differences between the Public Procurement Law (PPA) procedures with which the tenderers are familiar and the EU Interreg NEXT Black Sea Basin Programme procurement procedures were explained.
- It was stated that the language of the tender was English, and that one English translation of the proving Turkish documents should be made and placed in the file.
- It was stated that all communications should be made via corporate e-mail or through official procedures.
- It was explained that the documents required for administrative, fiscal, financial, technical and professional competence in the administrative specification (WK2_instruction tenderers) must be submitted in order for the companies not to make mistakes in the procedure.
- For all sections to be written for qualification in the technical qualifications document, supporting documents (e.g. SSI declaration, balance sheet, income statement, inventory book or supply contracts, if any, etc.) must be attached.

Questions and Answers

| | Question | Answer |
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| 1. | Will the tender be delivered to you in a sealed envelope? What is the proposal file delivery procedure? | For detailed information on the subject refer to, WK2_instruction tenderers document "17.Submitting Tenders" article. |
| 2. | Where and how should companies indicate their bids and discount rates? | <p>The tenderers shall specify their price definitions in the form of "financial offer".</p> <p>When submitting their bids, companies should clearly indicate the discount rates in the continuation of the form after specifying the price offer in the form specified in the tender. (<i>Form: WK3_Tender Form 4. Article: "We will discount a certain percentage (%)."</i>)</p> <p>In this context, companies are obliged to specify under what conditions and at what rate they will make discounts in their tenders. The contracting authority shall take</p> |

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| | | these declarations into account when assessing them. The determination and submission of the discount rate is made through this form; therefore, the discount procedure is carried out in line with these rates during the evaluation of the bids. |
| 3. | Will companies be able to learn about each other's bids during the opening of the bid envelopes? | Bidder companies may participate in the bid opening and evaluation session made by the tender commission of the administration and may see the bid submitted by other companies. |
| 4. | If an incomplete document is submitted, will this document be allowed to be completed? | Subsequent submission or correction of documents that will change the conditions of competition will not be accepted. In this process, equality, transparency and procedural compliance will be taken into account as the main principles. |
| 5. | Will participation be possible to monitor the tender process? | The process of opening the bid envelopes will be carried out in line with the principles of transparency and impartiality. In this context, representatives of the tenderer companies will be able to participate during the commission meeting. |
| 6. | Does the number of personnel employed by the bidder affect the scoring during the evaluation phase? | Yes, the human resources capacity of the company is one of the criteria considered in the evaluation process. Having a stronger and adequate team structure can be an advantage, especially in terms of timely and effective execution of the service. |
| 7. | The deadline for bidding is August 4, 2025. Will the assessment date be the day immediately after? | The deadline for submission of bids is 04.08.2025 at 17:00. The date determined for the evaluation of the bids is 11.08.2025. |
| 8. | What is the success criterion in the tender? | Among those who meet the technical suitability requirement, the lowest bidder will be successful. (WK2_Intstruction Tenderers article 24) |

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| 9. | How will the evaluation criteria work? | Firstly, the tenders will be evaluated based on financial, economic, technical, and professional eligibility criteria, and after meeting the technical eligibility criteria, the tender with the lowest price will be considered successful. This issue is explained in detail in the administrative specification (WK2_instruction tenderers - Articles 21, 22 and 23). |
| 10. | Are all the information presented in the forms and documents included in the tender dossier binding? Is the company deemed to have declared and committed all the information provided in these documents? | Yes, on the other hand, companies must also submit supporting documents of the information provided. (e.g. SSI declaration, balance sheet, income statement, inventory book or supply contracts, if any, etc.) |
| 11. | Will the winning company be given any prepayment (advance) to start the work after the contract is signed? If so, what is the rate and under what conditions will it be paid? | Advances up to 10% of the contract price may be given in return for a bank guarantee. |
| 12. | How long is the completion time of the work? | It is 6 months from the signing of the contract. |
| 13. | What is the language of the tender? | The original language of the tender is English. Even if the original of the proof documents submitted is in Turkish, English translations mustb also be provided. |
| 14. | What is the tender proposal currency? | The currency of the tenders is the EU common currency, Euro. |
| 15. | Will the documents in Volume 1, Section 5 folder be filled? | No. These documents are for information purposes only. They are evaluation documents. |