



HQ EUFOR

PROCUREMENT AND CONTRACTING OFFICE

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CONCESSIONAIRES CONTRACT

- **LOT 1 – BOSNIAN COFFEE BAR SHOP**
- **LOT 2 – MILITARY PX**
- **LOT 3 – MINI MARKET**

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The following clarification questions have been raised by prospective Vendors representatives, during site visit in HQ EUFOR, Camp Butmir, held on 02 August 2016, followed by the Contracting Authority's answers:

CLARIFICATION 2 following questions:

Question raised by prospective Vendors representatives:

1. If there will be storage space available?

YES, space for containers could be rented from HQ EUFOR, installed to the closest spot of the facility. Approximate container size is 15M2, rental price (for the land) is 6.00BAM/m2 if already rented 100m2, if not rent price is 9.00 BAM per m2.

Container set up, electricity installation is on Concessionaire's costs, done by HQ EUFOR, DPW, exclusively. Cost estimates will be presented prior the start of the Work for concessionaire's approval. If approved, costs will be paid to HQ EUFOR/ MWA directly by concessionaire.

2. Is it possible to have refrigerated containers? (What Type of containers are allowed to have in the Camp)

All type of containers related to the concessioner's shop/ business.

YES, Container set up; electricity installation is on Concessionaire's costs, done by HQ EUFOR, DPW, exclusively. Cost estimates will be presented prior work for concessionaire's approval. If approved, costs will be paid to HQ EUFOR/ MWA directly.

3. Is it possible to perform the above mentioned outside infrastructure connection works by concessionaries themselves?

NO. All potential work needs to be performed by HQ EUFOR, exclusively.

4. Final monthly rental fees for locations:

1) Ex Spanish PX Building rent (price, period, terms, etc...) to be negotiated between the owner and potential concessionaire, directly. Indication of rental price is 500.00 EUR – 1,000.00 EUR(negotiable) + MWA Rental fee for occupied space in the Camp (price per m2 stipulated under TEN documentation) + monthly utility fees: electricity, water & disposal water fees and garbage disposal monthly fees, spent during previous month (except phone & internet fees) + additional storage space (if rented)

Contact details:

POC Spanish PX:

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2) Ex Austrian PX Building rent is 250.00 EUR (price, period, terms, etc..) to be negotiated between the owner and potential concessionaire, directly + MWA Rental fee for occupied space in the Camp (price per m2 stipulated under TEN documentation) + monthly utility fees: electricity, water & waste water disposal fees, garbage disposal collection monthly fees, spent during previous month (except phone & internet fees) + additional storage space (if rented)

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POC Austrian PX:

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Please note that mentioned buildings of former MWA Concessionaires (PXs) are not the property of HQ EUFOR/ NHQSa, and therefore you are kindly requested to contact above-mentioned persons for any question regarding those buildings (such as monthly rentals cost, maintenance, etc.)

5. All INSIDE infrastructure & design work necessary for business setup must be done by and on concessionaire's costs.

6. All OUTSIDE infrastructure work necessary for business setup must be done by HQ EUFOR, as stipulated above under points 1. & 2.

7. Phone and Internet connections possibilities?

Both connections are possible. Two options are given, either directly through BH Telecom, or through Logosoft (existing camp internet provider).

Going by any of those 2 options, needs to be coordinated with HQ EUFOR Communication section, through CIS request form(s).

8. Goods for Military PX – LOT 2) are Tax Free, Custom forms could be obtained through EUFOR HQ CMDT Area Issuing Office.

9. Goods for Bosnian Coffee Shop and Mini Market, are NOT tax free (PDV = VAT included in accordance with BiH law).

10. Is it possible to install water supply in existing Ex Austrian PX Building facility?

It was agreed during Site Visit that there are no objections by facility owner to support request by potential future concessioner to make all necessary work to connect water & water disposal installations to the container/premises, as stipulated under above listed points: 1. & 2. However all costs and its payment(utility fees) to MWA will be part of a lease contract agreement between concessionaire and owner of the facility directly.

11. It is recommended that all interested parties suggest best effective working hours for each concessionaire shop, in order to allow clients in the Camp to use concessionaire's service in the best effective manner. Standard operating hours for concessionaires in CB are from 1000– 2000 hrs but might be adjusted according concessionaire's proposal/suggestions.

12. NO alcohol should be offered and / or sold.

13. Cigarettes (duty paid) are allowed to be offered/ sold to Civilians (local & international) & Military personnel in the Mini Market & Bosnian coffee shop, all in accordance with BH **law** applicable the same on Civilians (local & international) & Military personnel.

14. Security of facility?

In accordance with Camp security regulations, prior to opening of new facilities, each concessionaire is obligated on their own expense, in coordination with EUFOR FIRE Unit, to install within the building rented, fire alarm system connected to central Fire Unit alarm network system and all works to be obtained through official EUFOR Contractor Middle Point doo. Company.

In Order to protect their property, it is recommended to each Butmir Camp concessionaire, to install security video surveillance system, but this is left to each

concessionaire's choice, since MP and Force Protection on regular patrols and ensures security in Camp BUTMIR on a 24 hours basis.

15. Security clearance paperwork procedure?

Concessionaire awarded with contract, will be provided & guided with instructions by ID Management & Theatre Security Screening Office, regarding procedure for getting Butmir Camp access ID cards for each of their employee.

16. Shop Customers way of payment, any currency allowed in cash payment process?

Bank credit cards and for cash payment YES, any currency For Military PX, but for Mini Market & Bosnian Cafe Shop Bank credit cards and cash payment currency ONLY by BiH Convertible Mark (KM / BAM).

17. Only Butmir Camp Internal Inspections of the Concessionaire's shop, by authorized persons in charge (few times per year) are allowed. No outside Butmir Camp (BiH government Inspections are allowed.)

18. Penny Plus representative requested permission for one more Site Visit with Company's Architect for better overview of the buildings condition and necessary repair work calculations.

19. One more Site visit is possible with its prior announcement, due to the entrance escort procedure.

20. Outsourcing entrance announcement procedure.

Workers (employed by concessionaire) who will renovate buildings, needs to be announced in written, at least 24 hour in advance.

21. Procedure to escort truck with importing goods into the Camp.

Truck has to be sealed by original seal until reached Concessionaire's Butmir Camp premises. Only in presence and under supervision of EUFOR MP Representative and EUFOR HQ CMDT AIO Representative, Concessionaire's truck is to be opened and unloaded.

22. Procedure for getting permission for Coffee shop outside garden facility building & opening.

DPW Unit evaluate project proposed by Concessionaire. After its evaluation, DPW provides in written, Concessionaire with further instructions regarding requested project works.

23. Military PX: Goods/Items selling Prices without incorporated PDV/TEF and custom fees
Mini market & Bosnian Café shop: Goods/Items selling Prices all in accordance with BiH Law regulations.

24. For advertised Mini market & Bosnian Coffee Shop(except Coffee production) baking, cooking or processing food within CB premises is not allowed , finished products have to be brought to the Camp for selling.

Please be reminded that the deadline and submission of proposals is before or on Monday, 22 August 2016 at 11:00, as stipulated in Part I, Request for proposals, Art. 8.

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