



This project is funded  
by the European Union

This programme is funded by the European Union,  
co-funded and implemented by the  
United Nations Development Programme

Support to Confidence Building Measures  
Susținerea Măsurilor de Promovare a Încrederii  
Поддержка мер по укреплению доверия



Empowered lives.  
Resilient nations.

**Minutes of the Pre-Bidding Conference for**  
**ItB17/01484**  
**SCBM/ Construction and renovation works of 2 social infrastructure projects**  
**located on both banks of Nistru river**  
**(LOT 1 – Varnita and LOT 2 - Tiraspol)**  
11<sup>th</sup> April 2017, 11:00 Le Roi Business Center, 3<sup>rd</sup> floor  
(29, Sfatul Tarii Str., Chisinau)

**Agenda:**

- I. Presentation and description of procedures
- II. Questions and answers

**I. Presentation and description of procedures**

The Pre-bidding conference was opened by *Liliana Caterov, Procurement & Contracts Associate, SCBM Programme*, who introduced the members of UNDP team present at the meeting and made an overall presentation of the tender's conditions and requirements. She has mainly focused on discussing the provisions of Sections 2 and 3 of the ITB document and some instructions regarding how to fill in the forms proposed under Sections 4-8 and 12.

**II. Questions and Answers**

During the pre-bidding conference the following questions were raised:

**Question 1:** Is it mandatory for the Bills of Quantities to be stamped by the certified cost estimation specialist?

**Answer:** Yes, this is a mandatory requirement.

**Question 2:** Why the initial cost estimates and the verification reports of the cost estimates are not published?

**Answer:** As per UNDP rules, the initial cost estimates are verified by national and international verifiers as a pre-condition for announcing the tender, but they are not published in order not to influence the Bidder's decision in any way .

**Question 3:** Where can UNDP procurement rules and procedures be found?

**Answer:** The UNDP procurement rules and procedures are available here  
<https://popp.undp.org/SitePages/POPPRoot.aspx>

**Question 4:** Please clarify the type of social and medical insurances that is needed for the personnel involved in the civil works? Should the insurance contracts be submitted?

**Answer:** In accordance with pt. 28 of the Data Sheet, the construction company should submit a written confirmation of having social and medical insurances that the employer should ensure to the employees in compliance with the Labor Code of RM. The insurance contracts should not be submitted.

**Question 5:** If the construction company plans to subcontract another company for electricity, water & sewerage works, and the value of these works do not exceed 30% of the total amount of the offer, should the Offeror submit all the documentation required from the subcontractor?

**Answer:** There are two situations listed under point 32 of the Data Sheet, which refer not only to companies intending to subcontract more than 30% of works from another company but also those intending to subcontract special works on networks (e.g. electricity, water & sewerage etc.). In both and each of the situations described the Offeror shall additionally present the documents listed below:

- ☒ Subcontractor's Certificate of Registration of the business;
- ☒ Copy of License for provision of services, including Annex;
- ☒ Contract (or Statement of intention) for subcontracting of services/works indicating the ratio of services/works to be made by the Subcontractor out of the total volume of works;
- ☒ Prove of similar experience (in terms of services/works to be executed) confirmed by at least two (2) Acceptance Notes of works executed (Final Commissioning Reports).

**Question 6:** Is it necessary to submit a signed contract with the subcontractor and the proof of his similar experience?

**Answer:** If the company intends to subcontract some works from a third party, it should submit a contract or a statement of intention for subcontracting services/works indicating the ratio of services/works to be made by the Subcontractor out of the total volume of works or the works they shall undertake, in case of networks.

**Question 7:** Technical question regarding Annex 1 - BoQ for Varnita, Chapter 2-1-3 Internal network of water supply and sewerage.

**Answer:** Complete question and answer, which shall be considered when calculating Offer for construction site located in Varnita village is published in the document "Technical details regarding Annex 1 BoQ Varnita".

**Question 9:** Working on the left bank of Nistru River, it is possible to face some expenses related to the difference of currency rate, customs taxes, etc. How should we deal with them?

**Answer:** UNDP recommends to take into consideration all the expenses and possible risks when calculating your offer.

**Question 10:** Is it mandatory to present the schedule of works using the GANTT model?

**Answer:** No, it is not mandatory. The GANTT chart is mentioned as a possible model for presenting the schedule of works. The company can use any other form of schedule presentation, the most important is for it to contain the Preliminary and Final Commissioning, which is often missed from such schedule.