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## **Minutes of the Pre-Bidding Conference for ItB17/01535 SCBM:**

### **“Chess without Borders Project” - Repair works in Rabnita and Rezina Chess Halls (on the both banks of the Nistru river).**

19 June 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 welcomed the participants, introduced the members of UNDP team present at the meeting and made an overall presentation of the tender's conditions and requirements. Mrs. Caterov explained and demonstrated how to apply through the UNDP e-Tendering system and informed that step by step application process is described in the “Appendix A – Instructions to Bidders” document attached to the tender announcement.

#### **II. Questions and Answers**

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

**Question 1:** *Referring to the p. 27 of the Section 2 Data Sheet, could you please explain about the possibility to change the quantity of works with 25%?*

**Answer:** In accordance with UNDP rules and procedures, and as per provision No. 27 of the Data Sheet of the current tender, at the time of award of a contract, UNDP reserves the right to vary the quantity of works by +/- to a maximum 25%, without any change in the unit price or other terms and conditions.

**Question 2:** *Regarding the sub-contracting, could you, please, clarify if the offer should contain all the requested documents of the sub-contractor or it is enough to indicate only the name of the sub-contractor?*

**Answer:** The companies intending to subcontract any works which will exceed 30% of the offered amount and/or companies intending to subcontract special works on network (electricity, water & sewerage, heating & ventilation) shall additionally present the list of documents required in the p. 24 of the Data Sheet.

**Question 3: Referring to the eTendering application, is there any limitation of the uploaded file volume?**

**Answer:** No, there is no limitation in the volume of the file, but it is recommended to attach separate documents rather than merge them all in one document. It is important to mention that the length of the file name should not exceed 60 characters, and should not contain other characters than English letters and figures. The name of the files may be written in Romanian, but without diacritics. Also, it is recommended to use PDF format files instead of Word or archived files.

**Question 4: Is there the possibility to put the application on hold and return to it later?**

**Answer:** Yes the applicant can stop the application fulfillment at any stage, by pressing "Save for later" button, and return to it later to finalize it and submit. Until the "Submit" button will be pressed the bid will not be submitted.

**Question 5: Is there allowed to upload the State Inspection Notice for participation in the tender instead of uploading a big sized Quality Manual? Because, in fact, this Notice certifies not only the presence of the Quality Manual, but much more other facts towards Bidders activity.**

**Answer:** Indeed, this is a good proposal. We will make necessary adjustments in the tender documentation such as to eliminate the need for companies owing the *State Inspection Notice for participation in the tender* available on the date of bid submission to upload the Quality Manual.

**Question 6: Is there mandatory to upload the Bills of quantities dully signed and stamped at each page?**

**Answer:** Only Section 4 - Bid Submission Form and Section 7 - Price Schedule Form of the Bid should be mandatory signed and stamped, while Bills of quantities may be uploaded directly in PDF format without being additionally scanned.

**Question 7: After the offer was submitted via e-Tendering system, who have access to view the bids submitted?**

**Answer:** The access to the submitted offer has as follows:

Before the announced deadline:

- The applicant can see only his offer;
- UNDP representatives can see only the names of the companies which registered to the tender and which already submitted their offers. The content of the offers is not accessible.

After the announced deadline:

- UNDP bid opening committee will open the bids at the date and hour indicated in the ItB document. The applicants can see the figures of the bids only during the Bid Opening meeting. In the e-Tendering system, the applicant can view only his offer, even after the deadline of bid submission and bid opening was undertaken.

**Question 8: How will the applicants know the figures of the bids?**

**Answer:** Towards viewing tender results almost nothing has changed with the implementation of the e-Tendering system. The Bidders' representatives may find out the other competitors' prices only during the bid opening, which will take place on 6<sup>th</sup> of July 2017, at 15:00 (Moldova local

time, 08:00 NY time), as per provisions of p. 22 of the Data Sheet. As usually, the Bid Opening meeting will be held in UN House Conference Room, 131, at 21 August 1989 str., Chisinau, Moldova. The only difference is that no hard copies of the bids will be opened, but electronic submissions.

***Question 9: If a company participates once in a tender and uploads the company documentation in the e-Tendering system, is it possible to consider these documents for all the following tenders the company is applying to?***

**Answer:** UNDP evaluates the offers based on the documentation presented within the respective tender, so, all the requested documentation should be uploaded each time an applicant is applying to a tender.