

**Minutes of the Pre-Bidding Conference for  
RfQ19/01861 Provision of technical design services for construction works and  
preliminary costs estimation for the Dinamo Swimming Centre facilities for MIA Project**

**January 29, 2019, 10:00**  
“Le Roi” Business Centre, #29, Sfatul Tarii Street, Chisinau, Moldova

**Ref. no: RfQ19/01861**

**Agenda:**

- I. Presentation and description of procurement procedures and technical requirements
- II. Questions and answers

**I. Presentation and description of procedures**

The Pre-bidding conference was opened by Mr. Viorel Albu, MIA Project Manager, who introduced the members of UNDP project team, Ms. Liuba Livadari, Project Associate, Mr. Andrei Vasilachi, UNDP Engineer, Mr. Iurie Gromatchi, Technical Supervisor hired by UNDP, as well as Mr. Igor Secu, Administrator of Dinamo Central Sports Club, all present at the event. Mr. Albu welcomed and thanked the representatives of the 4 (four) local companies for their presence and interest for the tender and passed through the agenda of the event.

Further, the Project Manager made a short presentation of the project “Strengthening capacities of the Ministry of Internal Affairs and its internal subdivisions for the effective implementation of the sector reform agenda” (MIA Project) He explained that one of MIA Project objective, UNDP intends to support the Ministry in the modernization of the swimming pools within Dinamo Central Sport Club (Dinamo CSC) from Chisinau as per the Terms of Reference (ToR) of this RFQ. Mr. Albu mentioned that the renovated swimming pool will serve for training of specialized staff like rescuers and divers, staff of the Ministry and its subdivisions. Also, it will be accessible to the public: all men and women, youth, children and even people with disabilities. Another purpose of this swimming pool will be hosting national competitions.

Mr. Albu emphasized some important aspects related to solicitation documents and procurement rules in UNDP:

- The RFQ states important aspects as **mandatory documents** to be submitted and the **evaluation criteria**. A minimum 3-year experience is required from companies.
- According to the Moldovan legislation in force, it is not mandatory that companies hold a **licence for technical design**, still, UNDP is looking for experienced, licenced companies in the areas described in Annex 1 to the RfQ (requirement stated at section *Documents to be submitted* of the RfQ).
- Companies are requested to provide a detailed **work time schedule** showing not only how will the activities run in time, but also time allocation per key staff.
- Required **key specialists must be certified in relevant areas of technical design** (sections *Documents to be submitted* and *Evaluation Criteria* of the RfQ).

In the proces of evaluation of offers, UNDP is attentive to cases when one specialist is part of the key staff of several companies participating at the same competition and would like to avoid potential conflicts of interest or any other irregularities. Relevant specialists may be contacted to confirm their participation in the team of the respective bidder.

- Companies must use **Annex 2 - Suppliers Quotation** in formulating their offer.  
In Table 1, **required services are split in 2 stages**: elaboration of the preliminary concept and then the development of technical design. It is important that companies be careful with formulating their quotations. The unit of measure for services mentioned at Stage II, row 2, 3, 4 is technically designed square meter, while at row 5 - linear meter.
- **Allowable Manner of Submitting Bids** - electronic, **only via the e-tendering system**. After deadline expiry, the system will automatically close, and no more offers will be accepted (guide published).
- Any relevant changes to **solicitation documents** will be reflected in **official amendments** published on the RfQ announcement pages.
- **Clarifications/questions** regarding procurement and technical requirements, may be addressed during the pre-bidding, as well as in written form to the e-mail of the UNDP focal point mentioned in the RfQ. If relevant, answers will be published on tender announcement pages and/or be also disseminated to interested companies via e-mail.

Further, Mr. Albu described the current condition of Dinamo CSC's infrastructure and the assignment to be performed based on this tender using the map of Dinamo CSC (please see below).

The current RfQ is a continuation of the modernization process started in 2017, representing **Stage II**. First, there was conducted a technical experts review, then developed the technical design documentation for the relevant assignments: modernization of the swimming pool surface for the 2 pools<sup>1</sup> (one for adults and one for children), water filtration and treatment systems and technical space, cloakrooms, land improvement and external lightening (modernization stage I).

Modernization works for **Stage I** started in September 2018 (scheme below, **are marked with squares**). By now, some of the targeted works for swimming pools were finalized.

However, several issues encountered during the construction process affected the progress of works, requiring additional technical design. Given the age of Dinamo's infrastructure and detected technological deviations admitted at the stage when the Dinamo Swimming Centre was constructed, **some buildings adjacent to the swimming pools proved to be severely damaged** and require to be demolished (fact confirmed by an additional technical expertise review as of October 2018) and redesigned (**yellow colored areas**, except the small pool), keeping the same destination. The redesign will give the opportunity to extend buildings' areas, as per modern standards.

The administrative building, according to Dinamo CSC (**orange area**) must not be demolished but redesigned.

The **yellow areas** (cloakrooms, bathrooms, gym), **orange area** (administrative spaces, multifunctional gym, cloakroom), **white and pink areas** (stairs and land), including the external networks laying from the swimming pools, cloakrooms and central block to the

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<sup>1</sup> The modernization works of the big swimming pool must be performed according to the **requirements and standards of the International Swimming Federation** ("Fédération Internationale de Natation" or FINA) related to swimming infrastructure and local quality standards and requirements in construction. It will be a semiolympic pool given it's 25m length, able to host local competitions.

**light green area - thermic point, represent objects for redesign as part of modernization Stage II, under in this tender.**

The activities regarding dismantling and demolition of the above-mentioned buildings will be included in a separate tender/contract. Thus, the technical design company will have a clean space available for any technical, geological or topographic expertise (if necessary).

With reference to the **pre-design concept**, two concept variants should be provided.

Mr. Vasilachi specified that a good knowledge in the field of technological flow for modern aquatic centers is required in order to provide an appropriate zoning of the new buildings. Also, Mr. Albu mentioned that it is important to ensure a good management of the renovated facility, so that it can host a reasonable number of visitors considering the capacity of the two swimming pools and the appropriate design for cloakrooms, bathrooms, and other aspects, as per modern standards. The future concepts must also ensure the **accessibility for persons with disabilities**. The solutions offered by the design company must be cost-efficient.

At the **design stage**, the technical design documents must be structured per chapters and per object, **so that it allows a phased implementation of modernization works** depending on the budget of the beneficiary. Besides hard copies, documents should be provided in PDF and DVG. Estimated Bills of Quantities (BoQ) are also required in Excel, for future monitoring stages.

The Project Manager emphasized that estimated **BoQs must be realistic**, based on market research, to allow an objective evaluation (in terms of price and parameters for equipment) when comparing them to future offers from construction companies and avoid high price differences. Mr. Vasilachi mentioned that specially in case of ventilation equipment, in the limits of Author supervision responsibilities, UNDP may request the consultancy /confirmation of the Design company when evaluating construction offers, to make sure all components are compatible.

With reference to **heating**, the external networks **must be designed including the heating point** (no boiler room). This detail is included in the **Amendment #1 to this RfQ and updated Annex 2**.

An **energy conservation** approach is expected. Companies are required to consider that, at the stage of concept development, solar collectors and/or solar panels will be designed.

Regarding **automation**, a modern access control system appropriate for swimming facilities (potentially client card based) is desired.

Considering the fact that the modernization of Dinamo Swimming facility should include systems such as video monitoring, sound systems, Wi-Fi, the specification regarding the necessity to design **low voltage systems** and hold a **certified specialist** is also reflected in **Amendment #1 to this RfQ**.

**Interested companies are invited to make a site visit to Dinamo CSC**, to evaluate themselves the complexity of the assignment. An organized tour may be provided. Companies may address the contact person indicated in the tender documentation.

Mr. Vasilachi highlighted some important aspects related to technical requirements and Bills of Quantities (BoQ) among which are the following:

Further, companies were encouraged to address questions/comments regarding procurement terms and conditions, document package and offer submission as well as to the required terms of reference.

## **II. Questions and answers:**

**Question 1:** *Is the payment made 100% after full delivery of services?*

**Answer:** As you may see from Annex 2, Table 1 the whole assignment is split into several deliverables. UNDP will pay per completed deliverables (after the approval of the beneficiary and UNDP Engineer).

**Question 2:** *In case of electronic submission via e-tendering, should companies provide all documents stamped as in case of hard copy submission?*

**Answer:** Yes, provided documents must be scanned originals (with stamps). In some cases, UNDP may request the original document to prove its veracity.

**Question 3:** *What is the advantage of electronic submission?*

**Answer:** The e-tendering platform provides a series of advantages for bidders, and also increases impartiality. After registration / accepting the invitation in the system, the company will receive notifications regarding any tender updates, including the confirmation upon successful offer submission. Also, the evaluation team will receive the offers only upon deadline closure. No one else will have access to offers, before.

**Question 4:** *The cloakroom situated above the basement where the technical room is located, must be demolished and redesigned. Does it mean that the technical room, basement of this building will also be demolished and thus must be redesigned as part of this assignment (Modernization Stage II)?*

**Answer:** The renovation of the technical room (basement) is part of the Modernization Stage I. Its technical design was already elaborated, and renovation is in process. According to the last technical expertise, the condition of the basement is ok, while the 1st floor of this building must be demolished. Thus, only the design for the 1st floor is required for the Stage II.

**Question 5:** *In case if in the process of contract implementation, the assignment proves to be more complex or of bigger volume than initially estimate or presented in the terms of reference, is there any possibility to adjust the financial offer/contract?*

**Answer:** As it may be seen in the Annex 2, Stage II, UNDP requests the unit price of technical design services per square meter/linear meter (depending on type of design/redesign). This fact allows an accurate estimation of costs for additional volumes of works, based on initially offered unit prices. In case if during the design stage, justified additional volume of work appears, the contract amount may be amended de facto based on initial unit prices (this is valid for the buildings the surface of which will be extended). All additional works must be accepted in advance by the UNDP before being implemented by the contractor. The cost for potential expertise must be included in the price of services.

**Question 6:** *In what language should the technical design documentation be presented?*

**Answer:** Documents should be offered to the beneficiary in Romanian. There is no need to include any translation costs in the quotation. Documents may be translated for additional costs. The necessity will be determined later.

**Question 7:** *Are there any specific requirements for the administrative building: number of work-places, specific equipment, server-room?*

**Answer:** The administrative building must have a medical cabinet. An IT closet is also needed. Other specific details will be discussed at the concept development stage.

**Question 8:** *A company cannot proceed to technical design without the urbanism certificate, which should be obtained by the beneficiary. How is contractor's deadline managed if we know that obtaining the certificate needs some time?*

**Answer:** An urbanism certificate has been obtained in 2018. If necessary, its validity may be extended.

### Dinamo Central Sport Club map

