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**Minutes of the Pre-Bidding Meeting  
for RfP 19/01872**

**EU-CBM/ Provision of technical assessment, developing of cost estimates and  
technical supervision of social infrastructure sites located in the security zone  
of Moldova on both banks of the Nistru river**

19 February 2019, 11:00,  
Le Roi Business Center, of. 601 (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, EU-CBM 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.

Mr. Andrei Vasilachi added some notes with regard to the main objective of the tender. He mentioned that EU-CBM team is looking for a company that will be able to elaborate cost estimates of the works, make necessary preliminary field visits and technical supervision of social infrastructure sites that are located in the security zone of the right bank of Nistru and the left bank of Nistru river.

Further, Ms. Caterov encouraged potential Bidders to fully comply with the RfP requirements and underlined that it is better to present only the required documents instead of presenting irrelevant documents. Some other important conditions were pointed out as follows:

- It is important that the bidder's proposal is valid for a period not less than 90 days;
- for this tender there is no need for Bid Security (or Bid Bank Guarantee);

- the further contract will include a clause referring to penalties in case of delays in the value of 0.2 % of the total contract value;
- Solicitations for clarifications are accepted via e-mail, till 3 days prior to the deadline, in this case till 09 March, as the established deadline for the tender is March 12, 2019;
- A letter of confirmation of contract prioritization shall be submitted;
- Bidder should be a legally registered entity, with at least 5 years experience in the field of activity. The requirements towards bidder's eligibility, qualification and experience, as well as key personnel to be proposed for the implementation of the contract are detailed in the Section 4 of the RfP document. The list of documents to be attached to the technical proposal is presented in Form B of Section 6. Please, pay attention to the fact that CVs of the key personnel shall be signed individually by the concerned person, not by the bidder;
- Preferred currency for the financial offer is United States Dollars (US\$) and it shall be password protected. Also, such proposal shall include Contingency cost (20 % of the offered price added to the total) that are meant to cover any modifications to the national legislation. However, such budget category will be used only upon strong justification and prior approval by UNDP. Also, pay attention to the fact that the financial proposal shall be VAT 0%. The envisaged project is of technical assistance and falls under international treaties to which Moldova is a party and as a confirmation, the Contractor will be provided with confirming letter. This means that not only the contractor but also its subcontractors can benefit from the 0% VAT reduction for the services provided under this contract. Referring to the online submission via e-tendering platform, please, pay attention to the video guides published in Russian, which link is published in the tender announcement (<https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/> ). If following strictly the guidelines you will succeed. In case, after registering into the e-tendering system you encounter problems in logging in with your personal ID and password, as recommended in the video, first clear the browser history and second – try to log in. In case you encounter problems in accessing some system buttons, please, try using another Internet browser. The Atlas e-Tendering System is designed for Internet Explorer browser. In case you are not registered, you may access the system by using ID "event.guest" and password "why2change" in order to view the bidding event and the supporting documents, however, this will not allow you to bid, unless registered.

## II. Questions and Answers

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

**Question 1: With regard to the execution sketch for infrastructural projects, does this mean a technical design is needed?**

**Answer:** The Contractor shall present some execution sketch as recommendation, but not design of

the building. For instance, if there is an intervention in the networks' system (e.g. electricity, heating etc.), such as change of material, or place/dislocation, without changing technical parameters, in such cases the execution sketches shall be presented and endorsed by the beneficiary. In case, there are sites for which the design is recommended, the UNDP will hire a separated company to develop such design.

**Question 2: Which methodology will be applied for developing cost estimates for the infrastructure projects located on the left bank of Nistru?**

**Answer:** All the cost estimates will be elaborated according to the resources method applicable in the Republic of Moldova.

**Question 3: Please clarify the following condition: "Conducting technical supervision of at least 3 construction sites in a value equal or above US\$ 250,000/each conducted in the last 3 years." Does this amount refer to the value of the work (technical supervision costs) or value of the construction site?**

**Answer:** This means that the company shall have experience in conducting technical supervision for construction sites valued not less than US\$ 250,000/each conducted in the past 3 years. Similarly is for cost estimates requirement – the value of the site shall be not less than US\$ 100,000/ each.

**Question 4: What are the eligible documents to be presented to the national verifier who will endorse the cost estimates?**

**Answer:** A working group will be created per each construction site, so a Field Report will be elaborated as a result of the volume measurements in the field. A Working Group will be formed of representatives from the beneficiary, financing party (e.g. UNDP) and company that will develop estimates. In case there will be need to develop endorsement reports for the cost estimates in other currency than national, UNDP will provide accompanying letters.

**Question 5: Referring to Table 3 of the Form G Financial Proposal form, especially to service named "Examination of technical documentation developed by the designing companies selected by the SCBM programme" what are the company's responsibilities?**

**Answer:** In case, there are sites for which the technical design was developed, there is need that the envisaged company will check the correspondence of works among technical drawings and developed BoQ (if all the joints were indicated, or if additions are needed). Through this, it is expected to minimize the need for additional works.

**Question 6: What shall we do in case some missing issues are found in the elaborated technical design?**

**Answer:** The contractor shall inform the EU-CBM team on the findings. Further, EU-CBM will address with clarifications to the technical design developer.

**Question 7: What will be the estimative number of field visits? What is the deliverable for such field visit?**

**Answer:** At each phase of the project, EU-CBM team has the right either to increase or decrease the volume of visits. It is expected that there will be around 100 visits at the preliminary assessment phase, so the company should estimate the transportation costs at the estimated average distance of 210 km per each site. Regardless of how many field visits are estimated, the payment will be made based on de facto made field visits. As a result of such assessment visits the company will provide the EU-CBM project the field visit report for each visited site. The template of such report will be provided to the contractor, but it mainly consist of a brief description of the site, answers to some short questions (Yes/No) and a general preliminary estimation of the value of intervention (area multiplied with the general square meter cost).