

Minutes of the Pre-Bidding Meeting
for ItB19/o19o6 GBV:
Reconstruction works of the Regional Centre for Assisting Victims of
Domestic Violence in ATU Gagauzia

13 May 2019, 11:00,

Le Roi Business Center, 6th 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 *Vitalie Frecauteanu, Project Coordinator, Addressing violence against women in the Republic of Moldova: exploring and learning from local solutions project*, who welcomed the participants and made an overall presentation of the project. Also he mentioned that the purpose of this meeting is to present as clear as possible the rules and conditions of the tender answering to the questions which may arise, so as to avoid future mistakes or omissions.

Before presenting the conditions of the current tender, *Ms. Tatiana Panfil, Procurement associate, UNDP Moldova*, drew the attendees' attention to some important aspects about procurement rules in UNDP. UNDP operates in Moldova under an Agreement signed with the Government of RM. This does not mean that UNDP works in net accordance with the national legislation. UNDP Moldova was entitled to work in this country following the internal organizational rules. The rules set in UNDP Moldova differ from the rules followed by other International Organizations which operate in the Republic of Moldova, and also from the rules used by the Public Acquisitions Agency. It was also suggested to consult the tender's rules and conditions announced during each tender in order to make sure that bidders have a proper understanding and are aware about any updates. Ms. Panfil also stressed out that UNDP Moldova is working under the principles announced by the UN General Quarter from New York. These principles followed during the procurement process are Value for Money, Transparency, Integrity, and Interest of the Organization. The *Transparency* principle means that the rules and the evaluation criteria are publicly announced, and the competition takes place only based on the announced criteria. The results of the competition are also publicly announced, but not the evaluation process. She also pointed that the conditions of the competitions are generic, and they are formulated in such way as more companies can be eligible. Also, they are as large as to allow the participation of those companies that can assure the quality of works required by UNDP. It was also mentioned that any conflict of interests, risks or any tentative to manipulate with the situation, are reason for disqualification without any explanation. Another important issue figured out by Ms. Panfil was the acceptance of UNDP General Terms and Conditions requirement. No matter how good the

offer would be, if the company does not agree with the General Terms and Conditions announced by UNDP, UNDP cannot work with such company.

At the same time, it was announced that the decisions during the evaluation process are taken based on the documentation submitted. Even though, it is known that the company has a very good reputation, but the quality of the documents presented within the competition is poor, the company can be technically disqualified.

Ms. Panfil also drawn the attention of the potential bidders that the offers can be submitted only through e-Tendering system of UNDP at: <https://etendering.partneragencies.org>. Should your company intend to submit a bid for this competition, you are kindly invited to register as a bidder in the UNDP Moldova database: <https://etendering.partneragencies.org>. Registration is simple and is done only once. Offers can be submitted only through this e-tendering system. Registered bidders are also able to request clarifications, via e-tendering system or by email at liliana.samburschii@undp.org by 21st of May, 2019, COB.

The instructional video for bidders on **how to register in UNDP e-Tendering system** can be accessed at <https://youtu.be/lhtEkSXqMBs> and also a video on **how to use UNDP eTendering system** is available at <https://youtu.be/TAoir7afaAo>.

II. Questions and Answers

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

Question 1: In what currency, the financial offer should be presented?

Answer: As per provision No. 10 of the Data Sheet (page 18 of the Invitation to bid), the currency of Bid should be United States Dollars (US\$).

Question 2: With reference to requirements toward similar experience, will the previous experience with UNDP be considered and will sewerage networks works be accepted as similar experience?

Answer: Any similar experience will be accepted. In accordance to *Section 4. Evaluation Criteria* the offeror should present Final Commissioning Acts of minimum 3 contracts of social projects reconstruction works implemented over the last 2 years should be presented.

Question 3: Regarding the price of the limited costs, is there a recommended value?

Answer: The bidders should estimate all the possible costs, including limited costs, possible exchange rate deviation or any other costs which may occur during the implementation of the contract. It is also worth mentioning that the employee wages must be no lower than the country's norms. In case the employee wages are lower than the minimal recommended salary or other prices for works and materials are lower than the average market price for similar works or goods, the bidder should present the documents which prove the internal accounting on salaries calculations and an adequate reasoning for the lower prices.

Question 4: If the offer exceeds the estimated price with more than 20%, is this ground for disqualification?

Answer: The grounds for disqualification are stipulated at page 22 of the Invitation to bid. Exceeding the estimated price is not among them.

Question 5: Given that the application will be submitted electronically, how shall the bank guarantee be presented?

Answer: The bank guarantee should be scanned and sent together with your bid via <https://etendering.partneragencies.org/>, while the original of bid guarantee should be mandatory brought to the **United Nations Development Program (UNDP Moldova/ PNUD Moldova)** at the address: **31 august 1989 str., 131, Chisinau, Republic of Moldova.**

Question 6: In order to be eligible what turnover is needed?

Answer: One of the minimum eligibility and qualification criteria is the **annual turnover of 150,000 USD for the last 2 years.** Respectively, the cumulative turnover for the last 2 years should be minimum 300,000 USD.

Note: The BOQ was updated and re- published on UNDP website <http://sc.undp.md/tndr/1907/> with the name *Annex 2. BoQ - Lista Cantităților de Lucrări_final*. Please, use the updated version of the BoQ.