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## Minutes of the Pre-bidding meeting

### For ITB 19-01931 MiDL/Reconstruction works of the Office of the General Department for Employment of the Chisinau municipality

**Date:** 11 July 2019

**Venue:** 180 Stefan cel Mare Blv, 304 office

**Time:** 10:30

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#### Agenda:

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

#### I. Presentation and description of procedures

**Mr Alexandru Ursul**, Engineer - Project Team Advisor of the Migration and Local Development Project (MiDL) of UNDP, welcomed the participants in the pre-bidding conference, offered a brief overview of the project, and mentioned that the goal of the meeting is to clarify any tender related questions that the candidate companies might have.

**Mr Denis Suschevici**, Head of Procurement and Operational Support Unit, explained the application process, underlining the fact that all offers have to be submitted via the e-tendering system of UNDP before the announced deadline. He also mentioned that there is no bid-security required for the participating in the tender, to facilitate the application process and reduce the administrative costs' burden on the candidate companies, but a 10% performance - security for the successful delivery of the contract shall be requested in 15 days upon signing of the contract with the winning company. The offers shall be submitted only online via the e-tendering system.

**Mr Alexandru Ursul**, Engineer - Project Team Advisor, pointed out to several important aspects of the tender, mentioning that the tender and the assignment are conducted according to UNDP rules that imply the following:

- 0 VAT tax apply to the costs of this project;

- The construction works shall be supervised by the MiDL team Engineer and staff and the designated Engineer, Local Supervisor of the final beneficiary– the National Employment Agency
- The hourly salary for a worker has to be calculated according to the amount recommended by the Ministry of Economy and Infrastructure to ensure decent wages and fair competition. Failure to comply with this provision shall be subject for disqualification of the bidder.
- Minor modifications shall be made in the required works immediately after the pre-bidding conference, hence the BOQ version, published after the pre-bidding meeting shall be considered when making the Bid cost estimations.
- The volumes of works which are indicated in the BOQ shall serve as basis for bid cost estimation. In case of discrepancies between the technical documentation and the volumes of works, the quantities indicated in the BOQ shall prevail and be considered when formulating the financial offer.
- The existing doors, windows wardrobes of electric grids shall be transmitted to the administrator of the building; the remaining debris shall be evacuated according to local official regulations in force.
- The construction works under this assignment have been coordinated with all relevant public institutions, and all certifications are in place.
- The candidate company shall present conformity certificates only for the materials according to the list presented in the bid documents.
- The colours of materials shall be coordinated with the beneficiary in advance, before purchasing.
- Upon signing of the contract, the winning company will have to present a bank contract performance security that shall be valid for the entire period of contract duration, mitigation of any occurring issues plus an additional month.
- UNDP will also offer the winning company the technical site book upon beginning of the works.
- The winning company shall be offered one week to develop a Contract Execution Plan, with a clear schedule of works, after signing the contract.
- The construction works shall take place in the office building that shall operate in a ordinary manner during working hours, hence the companies shall take this aspect into consideration when planning working hours to avoid disrupting the business activity of the companies and institutions located in the building.

## II. Questions and Answers

**Question: What is the exchange rate that needs to be used in the financial offer?**

**Answer:** The financial offers have to be calculated using the UNDP exchange rate for July 2019, which is 18.12. Subsequently, payments shall be made according to the UNDP exchange rates for the respective months of each payment.

**Question:** Where can the technical documentation be found?

**Answer:** All compartments of the technical documentation shall be published on the competition's page. The companies shall formulate the financial offer based on the volumes included **in the BOQ**.

**Question:** Should both ramps, included in the technical design, be renovated?

**Answer:** Only the ramp for the entrance in the building from 53 Hancesti Street shall be renovated. For the second ramp, a special platform for people with reduced mobility shall be used. The platform shall be procured by UNDP separately.

**Question:** What is the thickness of the floor basis layers?

**Answer:** the existing layers will be removed, and a new layer of minim 30 mm will be added, while for the surfaces where the linoleum will be placed – an additional levelling out layer shall be added. The linoleum shall be of highest quality, high resistance and for high foot- traffic. Also, there are two types of floor tiles: one type shall be used outdoors for the entrance ramp, and shall be of at least 9 mm, while the floor tiles to be used for the interior spaces shall have at least 7-8 mm thickness.

**Question:** What are the requirements for the walls and windows?

**Answer:** two of the walls are pliable/foldable, and one wall has sliding doors, to allow resizing of the space to for events with larger numbers of people. At the same time, on the ordinary wall that will require standard plastering, a plastic web shall also be used to prevent small cracks in the walls. In the sanitary rooms – the decision regarding the exact height up to which the faience shall be placed, will be made together with the winning company. The aluminium frames of partitions shall be of dark grey or black colour; while the ordinary windows PVC frames shall be white.

**Question:** What kind of lamps shall be used? Are there any floor plugs?

**Answer:** All lighting sources shall mandatorily use energy efficient LED technology. Also, according to the current design, all plugs are placed on the walls and columns.

**Question:** Shall all floors spaces be hydro- isolated?

**Answer:** The floor surfaces in the sanitary rooms shall be hydro-isolated.

**Question:** When will be payments be made?

**Answer:** Payments shall be made in instalments, upon completion of works reported by the company and their acceptance by UNDP and beneficiary. Payments will be calculated based on the UNDP exchange rate for the month of the payment.

**Question:** Should all documents be stamped and signed? Can the offers be signed using the e-signature?

**Answer:** Yes, all documents that are part of the offer shall be stamped and signed. Yes, the electronic signature can be applied.

**Question:** Should the company submit the copy of license?

**Answer:** The company shall submit the Certificate of Registration of the company and the rest documents (manual of quality, previous experience, etc., as required in the ITB).

**Question:** What are the requirements regarding prior experience and site-master of the site?

**Answer:** There are two main requirements regarding prior experience, namely: annual turnover of on average USD 150,000 for the previous two years, and at least USD 150,000 in the last year. Also, the

candidate companies shall submit certificates for the site-master and the description of his previous experience.

**Question:** What guarantees shall be submitted?

**Answer:** The companies shall submit a guarantee letter of at least three-years validity for materials and construction works and at least one-year validity for equipment.