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Minutes of the Pre-Bidding Meeting for ITB 19/01958 EU-CBM Civil works for four (4) social infrastructure sites – 2 LOTs

20 August 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 *Tatiana Panfil, Procurement & Contracts Associate*, UNDP Moldova, who welcomed the participants, introduced the members of UNDP team that were present at the meeting and made an overall presentation of the tender's conditions and requirements.

The Tender is referred to the following LOTs:

LOT 1: 1. Works for changing the roof cover of the Cultural Hall in Holercani village, Dubasari district 2. Repair works at the Garofita kindergarten, Cocieri village, Dubasari district

LOT 2: 1. Construction of the Social Center in Malaesti Vechi village, Balabanesti commune, Criuleni district 2. Construction works for the changing the roof cover and repair works at the canteen block with adjacent premises in Gymnasium from Roscani village, Anenii Noi district.

Further, Mrs. Panfil encouraged potential Bidders to fully comply with the ITB requirements, being mentioned some important conditions as follows:

- It is important that the bidder's application offer should be valid up to 90 days;
- For this tender for Lot 1 bid security is not required, while for the Lot 2 bid security is required for an amount of 4500 USD;
- Acceptable forms of Bid security are: Bank Guarantee; Any Bank-issued Check / Cashier's Check / Certified Check;

- Advanced payment upon signing of contract allowed up to a maximum of 20% of contract value;
- Liquidating damages will be imposed as follows: Percentage of contract price per day of delay: 0.2%
Max. number of days of delay 30 calendar days, after which UNDP may terminate the contract;
- Performance security required: 10% of the contract amount; 10% retained as per the Performance Guarantee and transferred to the company upon expiration of the defect liability period. According to General Terms of Civil Works Contracts, the Defect Liability Period equals with 12 months from the day the certificate of substantial completion was issued (in case local companies – the Preliminary Commissioning Report)
- Deadline for submitting requests for clarifications/ questions - 3 days before the submission deadline;
- Deadline for Submission of bid - 10 September 2019, 15:00 (Moldova time). For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone;
- Expected date for commencement of Contract – October 31, 2019;
- Maximum expected duration of contract – 12 months;
- Regarding Previous Experience a Minimum 5 years of relevant experience in civil engineering/ construction is required:
 - LOT1: Minimum three (3) implemented contracts for construction and/or reconstruction works for social infrastructure sites, of similar value, nature and complexity implemented in over the last 3 years with a value not less than 90,000 US\$ per each site;*
 - LOT2: Minimum three (3) implemented contracts for construction and/or reconstruction works for social infrastructure sites, of similar value, nature and complexity implemented in over the last 3 years with a value not less than 150,000 US\$ per each site;*
- Key Personnel needed:
 - LOT1: At least one (1) certified foreperson in the field of civil construction (Attestation Certificate should be valid for the Republic of Moldova at the date of presentation).*
 - LOT2: Minimum qualified specialists with at least 3 years of experience in their specific domain, each, required (Attestation Certificate should be valid for the Republic of Moldova at the date of presentation):*
 1. *1 (one) certified construction foreperson;*
 2. *1 (one) certified electrician;*
 3. *1 (one) certified specialist in heating and ventilation;*
 4. *1 (one) certified water and sewage specialist;*
 5. *1 (one) certified engineer in gas networks.*
- Minimum average annual turnover per LOT:
 - LOT1: of USD 300,000 for the past 3 years (as per the submitted financial statements).*
 - LOT2: of USD 450,000 for the past 3 years (as per the submitted financial statements).*
- Submission of the following documents according to WinSmeta software is mandatory:
 - Respective Bills of Quantities (F7);
 - Duly filled-in Unit Price Catalogue (F5);
 - Duly filled-in Resource Schedule (F3).
- List of required key deliverables:
 - Deliverable 1: Accomplishment of all refurbishment works, supply and installation of all equipment within 120 calendar days from Contract signature.

Deliverable 2: Preliminary Commissioning at the stage of works finishing within 135 calendar days from contract signature.

Deliverable 3: Final Commissioning of construction works within 150 calendar days from contract signature. The overall term of execution of works in the Contract is spread over 150 calendar days, effective from Contract signature date. The Contractor shall have all required tasks completed and approved by EU-CBM Engineers by the last working day of the contract period.

- The Warranty period shall commence upon substantial completion of works and last for a minimum period of 3 (three) years.

II. Questions and Answers

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

Question 1: Some clarifications are needed regarding the validity period of Performance Guarantee. Usually Performance Guarantee should have a validity period according to the period of contract. Within the tender conditions is mentioned the contract implementation period of 120 days. On the other hand, another condition is to provide this Guarantee valid for a period of 12 months after the terminations of works/contract. Does this mean the validity period of Guarantee should be of about 16 months?

Answer: Performance Guarantee will be transferred to the company upon expiration of the defect liability period, which equals to 12 months. The duration of contract is 120 days. An amendment to the ITB provisions will be made regarding the period of contract so that it corresponds with the validity of the Performance Guarantee – up to 16 months.

Question 2: Why the performance guarantee is needed for 12 months after the site was finished? As soon as the final Commissioning committee is convened, minutes are signed respectively, so this means that the site was finished and given to the beneficiary.

Answer: This is a condition of UNDP, which allows us to be financially assured in case any damages appear which could require some money to repair them. In this sense, due to the Performance Guarantee, we will manage to repair the issues.

Question 3: For such a long period of validity for a Performance Guarantee (16 months), the banks usually adds 20 more percentage to the amount in order to assure them of various risks like exchange rate difference. This means a huge amount to be retained, and entrepreneurs can't afford them. How this could be possible?

Answer: This is a condition established by UNDP. Anyhow, in case you know some other ways/possibilities to lower the costs for the bidder you are welcome to share them with us.

Question 4: What kind of details should a bidder provide about key personnel?

Answer: It is mandatory to Include an organization chart for the management of the project describing the relationship of key positions and designations. Also, a bidder should provide a spreadsheet to show the

activities of each personnel and the time allocated for his/her involvement, as well as the given wages. Moreover, the bidder will provide CVs of key personnel that will support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the scope of goods and/or services.

Question 5: Does the BoQs of the Balabanesti site includes the total volume of the both stages of implementation, or just for the first one?

Answer: For the moment, is was done an update of the BoQs, so it contains the whole amounts for the implementation of the respective site. The final version can be seen on the UNDP tender website.

Question 6: Within the Invitation to Bid, upon the Lot 2 is mentioned that an electrician is required, does this presume that some complex electricity works are needed?

Answer: In terms of electricity works, only change of some cables are necessary, and no complex/specific works with electricity is needed.

Question 7: Are there any plan sketches of the buildings available concerning the sites from the Lot 1?

Answer: For the moment, no sketches of the buildings are available, as it presumes only repair works. In case the beneficiaries will provide them, we will share them.