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Minutes of the Pre-Bidding Meeting for ITB 19/01960 EU-CBM Repair works of 2 social infrastructure sites located in Grigoriopol district

- 1. Repair works at kindergarten Albinuța in Teiul village**
- 2. Repair works at school in Malaiești village**

21 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 conducted by *Andrei Vasilachi*, Social Infrastructure Project Manager, EU-CBM Moldova, who made an overall presentation of the tender's conditions and requirements. He mentioned the most important conditions as follows:

- It is important that the bidder's application offer should be valid up to 90 days;
- For this tender bid security is not required;
- 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 of the contract amount;
- Deadline for submitting requests for clarifications/ questions - 3 days before the submission deadline;
- Deadline for Submission of bid - 06 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 15, 2019;

- Maximum expected duration of contract – 12 months;
- Certificates and Licenses needed: Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation; Valid License for construction works (for local companies) or another legal document confirming the authorization for execution of civil works in the region;
- Regarding Previous Experience a Minimum 5 years of relevant experience in civil engineering/ construction is required: Minimum three (3) implemented contracts for repair/construction works of the social infrastructure objects, of similar value, nature and complexity implemented in over the last 3 years: with a value not less than 100,000US\$ per each site;
- Key Personnel needed: At least one (1) certified foreman in the field of civil construction (attestation certificate shall be valid at the moment of bid submission);
- Financial Standing: Minimum average annual turnover of USD 300,000 for the past 3 years (as per the submitted audited 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: With regard to the issue of a bank Guarantee, on the left bank of Nistru river there is a specific situation. In this sense, when speaking about 20 % retained out of the contract amount, the bank can retain some more 10-20 %, which means a lot for a company. What can be done in this situation?

Answer: The Performance Security will be required either in the form of Performance Security document attached to the ITB as Form H, or on the form of Retention Money – 10% of the total payment until final acceptance is received and defect liability period is covered. The performance security shall be returned to the Contractor within 30 days after the completion of the contract, including any warranty

obligations or defects liability period as may be agreed in the contract.

Question 2: Labour record of the personnel is compulsory to be presented?

Answer: Yes, especially for companies originated from Transnistria region. They shall present Labour Records and graduation certificate, as proof of condition of having minimum 5 years of relevant experience in civil engineering/ construction.

Question 3: The Annexes can be completed in Russian language?

Answer: Yes, all documentations, including catalogues, instructions and operating manuals, shall be in English, Romanian or Russian. Also, as UNDP is an environment friendly organization, we advise the bidders to sign electronically the completed documents, and sent via eTendering Platform. No hard copies are accepted.

Question 4: How we proceed in case any additional works in the site appear?

Answer: In this regard, the bidder should inform UNDP in written form, describing the details. Furthermore, the situation is discussed and analyzed by EU-CBM engineers, being taken a decision of how this issue can be solved, including the possibility of extending the contract.

Question 5: How we should proceed if issuing of permissive documents (on the left bank of Nistru river) takes more time? This means the works could commence with a delay.

Answer: According to the signed Memorandum of Understanding with beneficiaries, they should help in facilitating issuance of various permissive acts. Moreover, Local Administration Authorities from the left bank of river Nistru are already acknowledged about all details concerning sites reconstructions, so the process of documents approval should be smooth, with no barriers.

Question 6: In case any representative from governmental institution from the left bank of river Nistru approaches us asking for detailed information about site, what should we do?

Answer: As it was mentioned, Local Authorities are already informed about the sites to be renovated, and all conditions were previously discussed. Anyhow, please note that providing financial information regarding the site, to anybody, is strictly confidential. In order to provide this kind of details, the bidder should ask for permission in a written form from UNDP. This form of communication is also recommended in case any kind of questions arise.

Discussions with any representative from governmental institutions from the left bank should be conducted in a formal manner. Moreover, to be mentioned that for any technical support, the bidders can address to EU-CBM technical consultant Mr. Baranov. Anyhow, a certain engineer from EU-CBM will be entitled as responsible for coordination of implementations works for a proper site. The details will be announced further.

Question 7: How to register on eTendering platform in case of a new user?

Answer: All Bids may be submitted only via e-tendering system to the address:
<https://etendering.partneragencies.org>.

In case of a new user the following username and password should be used:

Username: event.guest

Password: why2change