

**Minutes of the Pre-Bidding Conference for  
RfQ20/02131: Provision of reconstruction works for the Police Station  
from Egorovca village, Falesti district – Law Enforcement Project**

**October 15, 2020, 10:00 am  
ZOOM**

**Ref. no: RfQ20/02131**

**Agenda:**

- I. Presentation and description of procurement procedures and technical requirements
- II. Questions and answers

**I. Presentation and description of procedures**

The Pre-bidding conference was opened by Mr. Viorel Albu, Project Manager, who introduced the members of the UNDP team: Ms. Olga Driga, UNDP Moldova Country Office Procurement Associate, Ms. Liuba Livadari, Project Associate, Mr. Oleg Afanasii, Technical Supervisor, as well as Mr. Vladimir Cazacov, General Police Inspectorate (GPI) representative, all present at the event.

Mr. Albu welcomed and thanked the representatives of the local company who joined the meeting for its interest for the tender and passed through the agenda of the event.

Further, the Project Manager made a short presentation on the modernization process of Police Inspectorates implemented within the "Support to Law Enforcement Reform in Moldova Project" (Law Enforcement Project). He explained that, the terms of reference are described in Annex 1 to the RfQ. the presented BoQs refer to the Stage II of the modernization process. Mr. Albu mentioned that the renovated **Dinamo Swimming Center will be unique due to several aspects, including its accessibility for people with disabilities.**

Mr. Albu emphasized some important aspects related to **solicitation documents and procurement rules in UNDP**, while Ms. Olga Driga advised regarding the **electronic bid submission process**:

- The RfQ states the **evaluation criteria** to be met and **mandatory documents** to be submitted by companies as per the *Documents to be submitted* and *Evaluation Criteria sections*.
- **Bidders are encouraged to make a site-visit.** Interested companies should contact the Project Technical Supervisor who will accompany the visitors (contact details specified in the RfQ Annex 1).
- **Offers must be submitted in USD (VAT Exclusive).** Contracts will be also concluded in US Dollars, but **payments will be made in MDL to local companies, using the UNORE valid on the day of payment.** Thus, companies are encouraged to make adequate estimations to cover currency exchange rate risks by the end of the contract.
- **Bidders are encouraged to submit their offers in English, though Romanian or Russian, are also accepted.**
- **Allowable Manner of Submitting Bids – electronic only, via the e-tendering system.** After deadline expiry, the system will automatically close, and no more offers will be accepted (guide link published). Please note that the time zone displayed in e-tendering is the New York time.

- **Bidders are advised to register and upload their offers at least one day before the deadline**, to avoid last moment technical problems that could impede them successfully submit their offers. For easy reference, on the tender announcement page, besides the PDF application guides, there are available videos in Russian and English to help bidders with the electronic submissions: *e-Tendering Resources for Bidders*  
<https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>.
- **A performance security is mandatory for the winning company** as a condition of contract validity (10% of contract value).
- Any relevant changes to **solicitation documents** will be reflected in **official amendments** published on the RfQ announcement pages.
- **Clarifications/questions** regarding procurement and technical requirements, may be addressed during the pre-bidding, as well as in written form to the e-mail of the UNDP focal point mentioned in the RfQ. If relevant, answers will be published on tender announcement pages and/or be also disseminated to interested companies via e-mail. Companies are encouraged to register and accept the invitation for this tender on e-tendering as soon as possible, to get notifications directly from the system.

Further, Mr. Albu mentioned that the reconstruction process and technical documentation of the Egorovca village Police Station was split in 2 (two) stages because of the limited project budget:

- **Stage I:** 11 civil works chapters tendered **to be implemented by UNDP under this RfQ**, as per Annex 2 – Supplier's Quotation. These works mainly refer to indoor works and some external works connected to the building itself.
- **Stage II** - outdoor works such as external networks and land improvement. These works will be implemented separately by the GPI, in connection to the works undertaken by UNDP.

The Project Manager highlighted that the **implementation period is 90 calendar days**. **Most tendered works** refer to indoor works, thus the weather should not affect the implementation period. If required by objective factors such as weather conditions affecting the outdoor building works, the Contractor might send an official request to UNDP asking for an extension of the civil works implementation period.

Further, attendees were encouraged to address questions/comments regarding procurement procedure or technical aspects.

## II. Questions and answers / Întrebări și răspunsuri:

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**Question 1:** *Is the heating system within the reconstructed premises functional? This question arises given the exclusion of the external thermal network at this stage of the reconstruction, determining the risk of impossibility to connect the heating within the building by the Contractor responsible for Stage I, making it dependent on the initiation of the reconstruction Stage II by the GPI.*

**Answer:** The heating system is currently unfunctional. The premises have not been used for a long period of time.

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**Întrebarea 1:** *Este funcțional sistemul de încălzire în interiorul sediului? Această întrebare apare având în vedere excluderea rețelelor externe de termoficare din Etapa I de reconstrucție. Astfel, apare riscul imposibilității conectării rețelei termice în interiorul clădirii de către Antreprenorul responsabil de Etapa I de reconstrucție și dependența acestuia de inițierea Etapei II de reconstrucție de către IGP.*

**Răspuns:** Sistemul de încălzire nu este funcțional. Spațiul nu a fost utilizat o perioadă îndelungată de timp.

We hope that enough funds will be mobilized in order to launch the reconstruction Stage II on time.

**Question 2:** *Could UNDP offer the WinSmeta KOS files (BoQs), without estimated prices?*

**Answer:** With UNDP Procurement Unit's permission, KOS files without estimated prices will be published on tender's announcement page. Given the short tendering period, KOS files will ease the job of bidders as well as reduce any technical errors when introducing the BoQ positions manually in WinSmeta, thus increasing the quality of bids.

**Question 3:** *What is the amount of Bid Security?*

**Answer:** No Bid Security is required from bidders. Only Performance bank guarantee is applicable to the winning company.

Sperăm că vor fi mobilizate suficiente fonduri pentru ca Etapa II de reconstrucție, pentru ca aceasta să fie lansată la timp.

**Întrebarea 2:** *Ar putea UNDP oferi Devizele în format KOS /Winsmeta?*

**Răspuns:** Cu permisiunea Secției Procurări, Devizele în format KOS, fără prețuri estimative, vor fi plasate pe pagina licitației.

Având în vedere că perioada pentru depunerea ofertelor este redusă, oferirea Devizelor în format KOS va facilita procesul de ofertare al companiilor și va minimiza riscul erorilor tehnice în procesul de introducere manuală a pozițiilor de deviz în sistemul WinSmeta, crescând calitatea ofertei.

**Întrebarea 3:** *Care este valoarea Garanției de Participare la licitație?*

**Răspuns:** Nu este solicitată garanției pentru participarea la această licitație, doar garanție bancară de bună execuție aplicabilă doar pentru compania învingătoare.