

Minutes of the Pre-Bidding Meeting for ItB22/02545 EU4MD/ Capital rehabilitation of 1.4 km long local road in Manoilești village, Ungheni district

as of 2 December 2022, 11:00,

Online via Zoom platform

<https://undp.zoom.us/j/84535558426>

Participants:

Representatives of UNDP / EU4MD: Focal Regions

Representatives of two construction companies: Lincons SRL and Metnox SRL

Agenda:

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

I. Presentation and description of procedures

The Pre-bidding conference was opened by *Mr. Grigore Cernenchii, Procurement Coordinator EU4Moldova Programme*, who welcomed the participants and introduced the members of UNDP team present at the meeting.

He has made an overall presentation of the tender's conditions and requirements, specifically focusing on Sections 3, 4 and 6. While *Mr Vitalie Vieru, Project Officer/Infrastructure, EU4Moldova Programme*, made a presentation of Section 5a. Scope of Works.

Also, *Mr. Cernenchii* mentioned the transition from e-tendering platform to Quantum for bid submission.

The ***Section 3: Bid Data Sheet*** conditions were highlighted as follows:

- The bid must be presented in English language, apart from documents that are issued or approved by the national authorities (e.g. Certificate of Business Registration, Financial Balance Sheets etc.);
- Incomplete bids or bids for parts of works are not accepted. The bid must be submitted for all the works required by the ITB. In case a bidder lacks experience for part of works, they may consider creating a consortium/association or subcontracting a specialized company for specific works. Bidders must ensure that the ***limit for subcontracting is 30% out of the total bid price. If this limit will be exceeded, UNDP may reject the bid;***
- On 2 and 5 December 2022, 11:00 – 15:00 (Moldova time), interested bidders are encouraged to visit the site, so as to be able prepare a complete and reliable all-inclusive bid;
- The bids must be valid for a period not shorter than 90 days. This is the period UNDP is obliged to take a decision and inform the bidders on the tender results. Bidders were encouraged to keep patience until an e-mail informing on the tender results will be sent;
- Bidding under this tender does require submitting a Bid Security in the amount of USD 7,988. The template for Bid Security is presented in Section 7, Form I: Bid Security of the solicitation document.

- Performance Security is required in the amount of 10% of the contract amount. The template for Performance Security is presented in Section 6, Point 6.5: Performance Security of the solicitation document. Performance Security shall be provided by the selected bidder within (15) days upon issuance of letter of intent/contract and before issuance of the notice to proceed;
- Bids and priced BoQs must be submitted in US Dollars. Also, this will be the currency of the contract, performance and maintenance securities;
- *Mrs. Cristina Gnaciuc, Head of UNDP Procurement Unit* referred to the online bid submission via Quantum platform, emphasizing the attention to the video guides, that are available below the announcement. Therefore, following strictly the guidelines for registration and bid submission will lead to successful submission.

In case, you encounter any problems in logging or registration into Quantum, as recommended in the video, please write to victoria.josan@undp.org and we will try to solve the issue.

In case you encounter problems in accessing some system buttons, please, try using another Internet browser.

- All the clarifications must be submitted not later than 5 days before the tender deadline. In case your questions will be considered relevant for other bidders, the questions, with their respective answers (without disclosing the source of questions) may be published for the use by other bidders. By this the "Fairness, integrity and transparency" procurement principle is respected – all the bidders have access to the same information;
- In case of any updates, amendments or deadline extension the information will be made public on Quantum and websites: <https://sc.undp.md/viewtenders2/> , <http://procurement-notice.undp.org/> , <https://www.ungm.org/Public/Notice>

Referring to **Section 4. Evaluation Criteria**, Grigore Cernenchii underlined that this section reflects the ELIGIBILITY and QUALIFICATION requirements to be met by the bidders. Mr. Cernenchii highlighted only few of them:

- Minimum 5 (five) years of experience in Road construction (Roads and airstrips; Bridges) contracts as Lead Company.
- Minimum 3 (three) finalized contracts implemented over the last 5 (five) years in a cumulative value of USD 400,000 (five hundred thousand) equivalent in the field of construction and landscaping works of similar value, nature and complexity. The value of at least 1 contract shall not be less than USD 200,000 equivalent. For JV/Consortium/Association, Lead Company should meet requirement.
- Minimum average annual turnover of USD 400,000 equivalent for the last 3 years. For JV/Consortium/Association, Lead Company should meet requirement.
- The minimum key personnel is mandatory:
one (1) certified foreman in the field of "Road construction: a) Roads and airstrips; b) Bridges". For the key personnel the respective CV (as per template in Section 7, Form G: technical Bid) and professional attestation certificates, valid at the date of bid submission must be presented.
- Bidders must demonstrate their capacities to implement and commission all the works within the proposed timeframe.

Section 5a: Scope of Works was presented by Mr Vitalie Vieru, the Project Officer/Infrastructure, EU4Moldova Programme, who acknowledged that:

The content of works related to “**Capital rehabilitation of 1.4 km long local road in Manoilești village, Ungheni district**” envisages the following types of works:

Preparing works:

- earthworks, land development works, repair works of the roadway with asphalt and gravel, driveway rehabilitation works, construction of rainwater ditch construction, road sign installation and road surface marking.

The construction and landscaping works shall be carried out in line with the provisions of the project documentation No 36/2022-PE-SL ‘Capital rehabilitation of 1.4 km long local road in Manoilești village, Ungheni district’, developed by the ‘Constant-Proiect’ SRL design company based on the town planning certificate No 7 of 02.06.2022. This project was developed, approved and verified according to the current construction regulatory documents.

The contract will cover the following activities:

- *procurement and delivery to the site of the materials and services required to successfully execute the works;*
- *site preparation for storing materials, execution of works;*
- *construction works and land development;*
- *commissioning of completed construction works, including performance testing (as appropriate).*

All the volumes are indicated in the BoQs attached to the ITB.

Section 5b: Other Related Requirements was further presented by Mr. Cernenchii, who pointed out the followings:

- The contract is based on unit price, and the final price of the Contract will be determined on the basis of actual quantities of work and materials utilized in the complete and satisfactory performance of the Works. Satisfactory certification will be issued by the Engineer and the unit prices contained in the Contractor's financial proposal.
- **Bidders shall quote reasonable bid prices with an acceptable margin of deviation in comparison to the local market prices at the time of bids preparation. In case of unbalances pricing (i.e. despite an acceptable total evaluated price, the price of one of more BoQ line items is significantly over- or under-priced), UNDP have the right to reject the unbalanced bid if it determines that the lack of balance does pose an unacceptable risk to UNDP).**
- With regard to Final Completion of works and validity of Performance Security - UNDP will issue a certificate of final completion of works upon expiration of the Defects Liability Period. This period lasts 12 months and starts on the date the Certificate of Substantial Completion is issued by the UNDP Engineer. Performance Security shall be valid until a date - 30 days from the date

of issue by UNDP of a certificate of final completion. It will be returned to the contractor within 30 days of final completion of the contract and after receipt of the maintenance guarantee, including any warranty obligation.

Bidders are encouraged to follow this template when presenting CV of the key personnel listed under Section 4. Evaluation Criteria. Please, ensure that the CV reflects not only incumbent's qualifications and experience, but also provides names and contact details of at least 2 reference persons. UNDP reserves the right to contact those persons into the purpose of due diligence exercise. Please, pay attention to the fact that CV's must be signed only by the referred persons and not bidder's director or administrator.

- **Form H: Price Schedule** together with the priced BoQs will form Bidder's Financial Proposal. Both must be calculated in US dollars currency. According to contract provisions, **the unit prices are fixed and are not subject to any variation whatsoever** (currency fluctuation, increase of market prices, increase of any taxes etc.), that is why bidders are encouraged to rethink and include all the costs associated with any risks for the implementation of this contract. In case of deviations between unit prices submitted in the bid and those reported after works completion, UNDP will not accept such deviations and may terminate the contract immediately. When calculating prices in US\$, Bidders may use the exchange rate they think will cover all the costs associated with the contract implementation. **Bidders must not necessarily use the UN operational rate of exchange** (to check the UN operational rate of exchange (changes monthly), please, follow the link <https://treasury.un.org/operationalrates/OperationalRates.php>), **however, in this case, they must ensure that Form H clearly indicates the used exchange rate.**

Also, pay attention to the fact that the **financial proposal shall be VAT 0%**. The envisaged project is of technical assistance and falls under international treaties to which Moldova is a party and as a confirmation, the Contractor will be provided with confirming letter. This means that not only the contractor but also its subcontractors can benefit from the 0% VAT reduction for the services provided under this contract. At the same time, in case there are any imports envisaged under this contract, the supplier will bear the responsibility for customs clearance, however, within 24 hours period from written notification, UNDP will issue a letter confirming tax free and VAT 0% application for the imported goods.

- **Form I (Section 7) and Points 6.4 and 6.5 (Section 6)** are templates for Bid, Advance and Performance Securities (Bank Guarantees) correspondingly. **Bidders are required to strictly follow these templates and do not allow banks to operate modifications in the text. In case any modification to the templates is requested by the bank, Bidders should address to Mrs. Victoria Josan at victoria.josan@undp.org for advice if the required modification could be accepted by UNDP.**

II. Questions and answers

No questions were addressed.