

**Minutes of the Pre-Bidding Meeting
for ItB22/02568
Designs and installation of Photovoltaic Systems
(FPI Programme on "Addressing the impacts of the energy crisis in the Republic of Moldova: Initiating
solutions toward energy security and energy poverty")**

as of 30 November 2022,
Online via Zoom platform

<https://undp.zoom.us/j/85651318752?pwd=cG5ONnppcS9tTE41YUoxbmN2MnZFQT09>

Agenda:

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

I. Presentation and description of procedures

The Pre-bidding conference was opened by *Ms. Nadejda Russu, Procurement Coordinator FPI Programme*, who welcomed the participants and introduced the members of UNDP team present at the meeting.

Ms. Cristina Gnaciuc, Head of Procurement and Operational Support Unit, has made an overall presentation of the tender's conditions and requirements, specifically focusing on Sections 3, 4 and 6.

The **Section 3: 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.);
- Bidders are allowed to quote prices for one or more lots identified. However, Bidders must offer 100% of the items and 100% of the quantities per item specified per lot. Evaluation will be done per lot.. 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.
- Interested bidders are encouraged to visit the site(s), 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 case the Bidder applies for 2 (two) LOTS, a bid security shall be required in amount of **8,800 USD** (eight thousand eight hundred US Dollars).
 - In case the Bidder applies for 3 (three) LOTS, a bid security shall be required in amount of **13,200 USD** (thirteen thousand two hundred US Dollars).
 - In case the Bidder applies for all 4 (four) LOTS, a bid security shall be required in amount of **15,700 USD** (fifteen thousand seven hundred US Dollars).

The template for Bid Security is presented in Section 7, Form I: Bid Security of the solicitation document.

- Maximum expected duration of contract: 3 (three) months per LOTs 1, 2 and 3 and 4 (four) months per LOT 4.
- Performance Security is required in the amount of 10% of the contract amount if Bidder is awarded contract for 3 (three) LOTS or more. 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 detailed cost breakdown (such as priced BoQs etc.) must be submitted in US Dollars. Also, this will be the currency of the contract, bid and performance securities;
- Referring to the online submission via Quantum platform, please, pay attention to the video guide, that are available below the announcement. In case your browser does not visualize the video below announcement, the the announcement includes attached detailed User Guides to assist Bidders with registration to the platform and submission of Bids. If following strictly the guidelines, you will succeed.

In case you encounter problems in registering and submitting a bid through Quantum platform, as recommended in the video and user guide, please write to nadejda.russu@undp.org or sc.md@undp.org and we will try to help you solve the issue.

In case you are not registered, follow this link to register a profile:

https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_afdf.ctrl-state=azywmctp_1&_afLoop=6329722925931702&_afWindowMode=0&_afWindowId=null&_afFS=16&_afMT=screen&_afMFW=1042&_afMFH=575&_afMFDW=1280&_afMFDH=720&_afMFC=8&_afMFCL=0&_afMFM=0&_afMFR=144&_afMFG=0&_afMFS=0&_afMFO=0

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration. All the clarifications must be submitted not later than 5 days before the tender deadline in the system using the messaging feature. Only in case of facing difficulties to register in the system and sending messages, bidder can write to the contacts indicated in the solicitation documents. 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 platform and websites: <https://sc.undp.md/viewtenders2/>, <http://procurement-notice.undp.org/>, <https://www.ungm.org/Public/Notice>

Referring to **Section 4. Evaluation Criteria**, it was underlined that this section reflects the ELIGIBILITY and QUALIFICATION requirements to be met by the bidders. The criteria are applied on a knock-out principle.

Further, Bidders were recommended to pay attention to the main requirements towards the object of the tender outlined in **Section 5: Schedule of Requirements**, such as legal context, technical requirements, delivery terms, reporting, training and after sales requirements etc.

Referring to **Section 7: Returnable Forms**, the below were highlighted:

- 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 detailed cost breakdown (such as priced BoQs etc.) 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 Point 6.4 (Section 6) are templates for Bid 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. Nadejda Russu at Nadejda.russu@undp.org for advice if the required modification could be accepted by UNDP.

II. Questions and answers

Clarification Requests from Vendors	Answers by UNDP
Question 1: Was the technical assessment of the roofs of the buildings (Raport de revizie tehnica a acoperisurilor) under the Lot 1, 2 and 3 done by a competent technical expert? Are the assessment reports on the conditions of roofs available to be consulted by bidders?	Answer 1: The reports are available on the UNDP Moldova tenders page under the link: https://sc.undp.md/tnddetails2/2568/ . For the institutions, were the technical expertise report states the requirement of capital repair of the roof with the bituminous material covering by completely dismantling the existing one and restructuring the surface to adjust the rain capture/evacuation system, please take into consideration that after additional consultation with beneficiary institutions, they communicated that they did not plan and do not plan to do the mentioned works in the near future. At the same time, the institutions will assume the risks and expenses for repair in case a damage occurs after installation of PV systems.
Question 2: Have the official permits (Aviz de racordare) for PVC installation for the buildings included in the works for all 4 (four) LOTs been	Answer 2: The mentioned permits are not yet issued by the energy distribution companies. The connection approvals (Avize de racordare) will be

issued by the electricity distribution operators?	<p>available at the contracting phase.</p> <p>In order to prepare an accurate bid, the bidders are encouraged to visit the medical institutions (under LOT they are interested to apply) in order to check the power supply connection points before submitting an offer. In this regard the deadline for bid submission will be extended. The project team is available to facilitate the interaction with the hospitals and speed up the site visits arrangements.</p>
Question 3: Is there any technical information available about the roofs of the households from LOT 4 such as energy audits or photos?	<p>Answer 3: Simplified energy audits will be available at the contracting phase.</p> <p>According to the amendment no. 1 to the ITB22/02568 published as of 06 December 2022, the selected Vendor shall be responsible for the development of the technical expertise of the buildings from Lot 4. For more details, please see Amendment no.1</p> <p>Photos are available on the UNDP Moldova tenders page under the link: https://sc.undp.md/tnddetails2/2568/.</p>
Question 4: Which method of cable installation is necessary to be considered in the offer: aerial or underground?	<p>Answer 4: For bid preparation, please consider the aerial installation of the cables.</p>
Question 5: Should transformer stations be included in the offer?	<p>Answer 5: No, only distribution panels have to be renovated and budgeted in the offer.</p>