



Minutes of the Pre-Bidding Meeting for ItB23/02707

Construction of 10 safe spaces for play, recreation and sports in Ungheni and a multi-functional sports field in Cahul

as of 01 August 2023, 11:00

Online via Zoom platform

<https://undp.zoom.us/j/82546404977>

Agenda:

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

I. Presentation and description of procedures

The Pre-bidding conference was opened by *Mrs. Cristina Gnaciuc, Procurement Analyst/Head of Procurement & Operational Support Unit*, who welcomed the participants and introduced the members of UNDP team present at the meeting.

Further on, *Mr. Vitalie Vieru, Project Officer/Infrastructure, EU4Moldova Programme*, made an overall presentation of Section 5. Schedule of Requirements, being completed by *Mrs. Eugenia Lebeda, National Consultant/Civil Engineer* who described in details the specifics of works for both LOTs.

Mrs. Gnaciuc made an overall presentation of the tender's conditions and requirements, specifically focusing on Sections 3, 4, 6 and 7. The **Section 3: Bid Data** 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 each LOT under 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;***
- 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;
- If the Bidder submits its Bid for both lots: LOT 1 (Ungheni) and for LOT 2 (Cahul) a Bid Security (in the amount of USD 6,600) is required in the form of a Bank Guarantee. A scanned copy of the bid security shall be submitted as part of the Quantum bid submission. The original of the Bid Security

shall be delivered to the address specified in the ITB document not later than 10 calendar days after the submission deadline;

- Performance Security is required in the amount of 10% of the contract amount (The template for Bid Security is presented in Section 6, 6.4. Form for Performance Security).
- Bids and priced BoQs must be submitted in US Dollars.
- Referring to the online submission via QUANTUM platform, please, pay attention to PDF guides in EN and RU, and the video guides, that are available below the announcement. If following strictly the guidelines you will succeed.

In case Bidders encounter problems in registering and submitting a bid through Quantum platform, as recommended in the video and user guide, they were recommended to write to sc.md@undp.org.

- All the clarifications must be submitted not later than 5 days before the tender deadline, via QUANTUM system. 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.

Referring to **Section 4. Evaluation Criteria**, Mrs. Gnaciuc underlined that this section reflects the ELIGIBILITY and QUALIFICATION requirements to be met by the bidders as well as the stages through which the evaluation process will pass.

Section 5: Schedule of Requirements was presented by Mr. Vitalie Vieru, the Project Officer/Infrastructure, EU4Moldova Programme, who acknowledged that:

UNDP/Promotion of Human Security of Ukrainian refugees, third-country nationals (TCNs), and the host communities in Moldova through Socio-Economic Empowerment and Inclusion project hereby invites prospective bidders to submit a bid for **provision of construction works of 10 safe spaces for play, recreation and sports in Ungheni (LOT 1) and a multifunctional sports field in Cahul (LOT 2)**.

The Company/Consortium shall perform the works using the skilled labour, materials, mechanisms, machinery and equipment necessary to carry out the works specified in the Specifications. The Company/Consortium shall comply with labour and site protection measures in compliance with the construction rules and standards, ensure the commissioning of engineering systems.

Under both LOTs it is envisaged that the works will include 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;
- execution of construction and land development works;
- commissioning of the construction works carried out.

All these activities shall be carried out in accordance with the provisions of the Bills of Quantities (BoQ). All the volumes are indicated in the BoQs attached to the ITB.

Mrs. Gnaciuc further 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.
- 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 twice a month), please, follow the link <https://treasury.un.org/operationalrates/OperationalRates.php>), **however, in this case, they must ensure to clearly indicate 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.
- **Bidders are required to strictly follow the templates for Bid, Performance and Advance Securities (Bank Guarantees) and do not allow banks to operate modifications in the text.**

Also, Mrs. Lebeda mentioned that the interested bidders are encouraged to visit the sites, so as to be able to prepare a complete and reliable all-inclusive bid. In case the sites visit will be required, it should be communicated via email liliana.samburschii@undp.org to UNDP.

II. Questions and answers

Question 1: Besides the Certificate of Incorporation/ Business Registration is also required to present Certified details of the ownership of the Bidder company (including each member of a JV consortium), providing the percentage ownership, share or stockholding of each party with

an interest exceeding 5% of the company ownership (or Annex 1 to Business Registration Certificate – for local companies). **Could you please confirm if this is the Extras from the State Registry of legal entities and individual entrepreneurs issued by the Public Services Agency?**

Answer 1: Yes, we confirm. The companies registered in the Republic of Moldova should also present the Extras from the State Registry of legal entities and individual entrepreneurs issued by the Public Services Agency.

Question 2: These two required documents seem to be the same:

- Evidence of the Bidder's Environmental and Social Management capability by submitting a plan which will ensure that all identified negative biological, physical and/or socio-economic impacts are minimized, mitigated or reversed, and
- Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any

Do you mean by these two documents, the ISO certificate for Environment or something else?

Answer 2: The first document is requesting a plan which will ensure that all identified negative biological, physical and/or socio-economic impacts are minimized, mitigated or reversed, as an evidence of the Bidder's Environmental and Social Management capability, and the second document refers to any kind of Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any of this kind exist in the company.

Question 3: Should Form E be filled in if the Bidder does not have consortium/subcontracting?

Answer 3: No. In case consortium/subcontracting is not in place, the Form E is not filled in.

By the end of the meeting, Mr. Vieru underlined that it is very important to propose materials, including sports equipment, of a good quality that will last over time and not harm the health of the children and adults who will use them.