



## Minutes of the Pre-Bidding Meeting

### for ITB 23/02751: FPI/ Design and installation of Photovoltaic Systems on 150 households

(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 29 September 2023,

Online via Zoom platform

<https://undp.zoom.us/j/85380114794?pwd=cFBGOFJGY2dpRHFUQVNDRzVjck0xdz09>

#### 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. Virginia Bilici, Programme Manager*, who welcomed the participants and introduced the members of UNDP team present at the meeting including the scope of the assignment.

*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.);
- The contract will be awarded to the lowest-priced bid meeting the technical and eligibility requirements.
- The right to vary the requirement at the time of award allows for a maximum adjustment of quantities by either an increase or decrease of up to 25%.
- 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;

- A bid security of 17,300 USD is required for this tender. The bid security shall be valid for a minimum of thirty (30) days after the final date of validity of the bid.

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.
- 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;
- If there is a delay in the assignment, liquidated damages will be assessed at a rate of 2.5% of the contract price per week, with a maximum limit of 10% of the contract value; if the delay exceeds this limit, UNDP reserves the right to terminate the contract.
- Bids and detailed cost breakdown must be submitted in US Dollars. Also, this will be the currency of the contract, bid and performance securities. In case of contract award to a local company, payments will be made in Moldovan Leu based on UN Operational Rate of Exchange on the day of payment: <https://treasury.un.org/operationalrates/OperationalRates.php>. UNDP shall not be kept liable for any fluctuations of the exchange market during contract implementation, the Contractor being legally responsible to register any loss/gain of currency exchange resulting from payments against the Contract in accordance with the national legislation.
- 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 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 [virginia.bilici@undp.org](mailto:virginia.bilici@undp.org) or [sc.md@undp.org](mailto: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&adf.ctrl-state=azywmctp\\_1&afrLoop=6329722925931702&afrWindowMode=0&afrWindowId=null&afrFS=16&afrMT=screen&afrMFW=1042&afrMFH=575&afrMFDW=1280&afrMFDH=720&afrMFC=8&afrMFCI=0&afrMFM=0&afrMFR=144&afrMFG=0&afrMFS=0&afrMFO=0](https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&adf.ctrl-state=azywmctp_1&afrLoop=6329722925931702&afrWindowMode=0&afrWindowId=null&afrFS=16&afrMT=screen&afrMFW=1042&afrMFH=575&afrMFDW=1280&afrMFDH=720&afrMFC=8&afrMFCI=0&afrMFM=0&afrMFR=144&afrMFG=0&afrMFS=0&afrMFO=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 Virginia Bilici at [virginia.bilici@undp.org](mailto:virginia.bilici@undp.org) for advice if the required modification could be accepted by UNDP.

## II. Questions and answers

Clarification Requests from Vendors	Answers by UNDP
<b>Question 1:</b> Have the connection permits for PVC installation at all sites listed in the schedule of requirements been issued by the electricity distribution operator, "Premier Energy"?	<b>Answer 1:</b> Connection permits (Avize de racordare) have not been issued by the energy distribution companies as of now. These approvals will be available during the contracting phase. Efforts are currently underway to secure these permits in collaboration with potential beneficiaries.
<b>Question 2:</b> Which method of cable installation is necessary to be considered in the offer: aerial or underground?	<b>Answer 2:</b> For bid preparation, please consider the aerial installation of the cables.
<b>Question 3:</b> Should transformer stations be included in the offer?	<b>Answer 3:</b> No, the offer should only include budgeting for distribution panels, not transformer stations.
<b>Question 4:</b> What is the purpose of the sites designated for the installation of photovoltaic plants? Are they of domestic or non-domestic nature? Is this distinction significant, particularly in light of the requirement for an electrical installation certificate issued by ANRE for non-domestic sites?	<b>Answer 4:</b> The sites designated for photovoltaic plant installations are exclusively for domestic purposes, targeting single-story households. Installations for this bid will adhere to the requirements specific to this segment.
<b>Question 5:</b> Will the projects be executed on a turnkey basis? Notably, the installation of photovoltaic panels constitutes just one facet of the undertaking. To activate these systems, procurement of a bidirectional meter, settlement of unsealing/sealing fees, performance of electrical testing, and adjustment of protective measures will also be required.	<b>Answer 5:</b> In accordance with the stipulations outlined in the Terms of Reference (ToR), the contracted company shall undertake a comprehensive turnkey execution of all tasks, encompassing: <ul style="list-style-type: none"> <li>• Design (comprising technical documentation development and compliance verification in accordance with Republic of Moldova legislation).</li> <li>• Construction works and equipment installation and all associated commissioning procedures, in full compliance with the national legislation.</li> </ul>
<b>Question 6:</b> Does the project include the supply of equipment?	<b>Answer 6:</b> Yes, the project entails a turnkey solution as per the Terms of Reference (ToR) under this ITB. The contracted company shall undertake: <ul style="list-style-type: none"> <li>• Designing, which includes creating</li> </ul>

	<p>technical documentation and ensuring it aligns with Republic of Moldova legislation.</p> <ul style="list-style-type: none"> <li>• Providing construction, equipment installation, and the related commissioning processes in accordance with national regulations.</li> </ul>
<b>Question 7:</b> Are the sites connected to 220V or 380V? This detail holds significance as it impacts the pricing of the meter, inverter, and wiring.	<p><b>Answer 7:</b></p> <p>The selected sites will be connected to 220V power sources.</p>
<b>Question 8:</b> Regarding analogous experience, the average power output of photovoltaic installations is anticipated to be 5kW. In light of your request, will experience with a 10kW installation be deemed sufficient, considering the complexity of the projects?	<p><b>Answer 8:</b> Yes, if the bidder has previously completed projects involving 10kW photovoltaic installations, that experience will be considered relevant and satisfactory for ITB requirements.</p>
<b>Question 9:</b> If a comprehensive contract stipulates the deployment of multiple photovoltaic plants on the rooftops of various structures, as we suspect may be the case in your situation, will this be regarded as one or multiple projects within the review of analogous experience?	<p><b>Answer 9:</b> According to the Terms of Reference (ToR), the evaluation is based on the number of households and institutions served, not on the individual rooftop installations. Therefore, a comprehensive contract deploying multiple photovoltaic plants on various rooftops will be considered as a single project for the purpose of analogous/similar experience.</p>
<b>Question 10:</b> Is there technical information available about the roofs of the households?	<p><b>Answer 10:</b> Technical details regarding the beneficiaries will be provided during the contracting phase to support with the designing and installation process. As per the ITB stipulations, the selected vendor will be responsible for designing the photovoltaic systems, catering to 150 single-story households, with a total maximum installed capacity of 645 kW.</p>
<b>Question 11:</b> Can the proposed volume be divided into multiple LOTS?	<p><b>Answer 11:</b> Currently it's not feasible to split the proposed volume into several LOTS. The 150 photovoltaic installations are being auctioned as a single LOT. Nevertheless, we encourage the formation of consortia to carry out the future contract implementation.</p>