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## Minutes of the Pre-Bidding Meeting for ItB24/02914

### Construction of the technological center of innovation and production - IIoT Pro Center, Ungheni municipality, Națională street as of 22 August 2024, 11:00,

Online via Zoom platform

<https://undp.zoom.us/j/84478118007?pwd=bMEkhHF4jGWbd7DjyoxsaxpyH9J255.1>

#### 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. Mihail Balan, Procurement Coordinator EU4Moldova Programme, who welcomed the participants and introduced the members of UNDP team present at the meeting.

He 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 5. Scope of Works.

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 23 August 2024, 11:00, 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;
- Performance Security Required in the amount of 10% of the contract amount (The template for Bid Security is presented in Section 6, 6.5. Form for Performance Security);
- Bids and priced BoQs must be submitted in US Dollars.

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- 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**, after registering into the QUANTUM system, **you encounter problems in logging in** with your personal ID and password, as recommended in the video, try first clearing the browser history and cookies, and then try to log in again. If the problem persists, please write to [sc.md@undp.org](mailto:sc.md@undp.org) and we will try to solve the issue.
  - 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**, Mihail Balan underlined that this section reflects the ELIGIBILITY and QUALIFICATION requirements to be met by the bidders.

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

EU4Moldova: Focal Regions Programme is looking for a company/consortium that will demonstrate experience in the construction/repairs/execution of development works at the object "Construction of the technological center of innovation and production - IIoT Pro Center, Ungheni municipality"

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

The implementation of the contract will include the following activities:

- preparatory works (demolition of degraded concrete surfaces, evacuation of existing garbage and from demolitions with its transport by trucks with a capacity of 10 tn at a distance of about 5 km);
- restoring the protective layer of reinforcement on the degraded concrete sectors;
- plastering and finishing of ceiling surfaces;
- execution of concrete floors;
- mounting plasterboard partitions on a metal structure;

- execution of tiled floors;
- plastering, priming and painting the surfaces of ceilings and walls;
- installation of electrical equipment and power supply networks.

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

Mr. Balan 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.
- **Bidders are required to strictly follow the templates for Performance Security (Bank Guarantee) and do not allow banks to operate modifications in the text.**

## II. Questions and answers

**Question 1: When the site visit will be held? Is it necessary to register before?**

**Answer 1: The site visit will be organized on August 23, 2024 at 11:00. It is recommended to register for the site visit by including the name of the participant and sharing the contact details such as phone number.**

**Question 2:** The bidding document states the Performance Security is required for the period of 20 months (8 months during the works and 12 months to cover Defects Liability Period). But the document also mentions another Guarantee for two years. Could you, please explain?

**Answer 2:** The ITB document requires two different Guaranties:

1. Performance Security (Bank Guaranty) in amount of 10% to cover the period of contract implementation (8 months) and the Defects Liability Period (12 months). The Performance Security shall be provided within (15) days upon issuance of Contract;
2. Maintenance Guaranty in amount of 2% to cover the next 24 months after the Defects Liability Period expires.

**Question 3:** Please explain what is the procedure in case the bidder finds out that some works or materials were not included the published BOQs?

**Answer 3:** Please submit your request stating your findings using messaging utility of the Quantum system, but not later then 5 days before the negotiation deadline, and the UNDP Team will prepare and publish an answer or an amendment to the bidding documents. Only published answers and/or amendments are considered official.

## Questions and Answers during Site Visit

**Question 1:** Who is responsible for supplying electrical energy to the site's needs?

**Answer 1:** At the start of the construction works, "IDOMUS COMPANY" SRL will hand over to the Contractor the distribution point/electrical panel. In order to make the connection, a memorandum of understanding was signed with the administration of the "BEMOL" gas station, the distribution panel of which is located adjacent to the future construction site.

**Question 2:** How will the future construction site be supplied with water for technological needs?

**Answer 2:** The connection point for technological needs is in the existing aqueduct well, located on the territory of the "BEMOL" gas station. The Contractor will install a water meter and, during the execution of works, will pay the consumption according to the volume of water used.

**Question 3:** Where can the construction materials needed for the execution of the work, such as

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**cement, sand, gravel, pavement, and curbs, be stored if they will be in large quantities?**

**Answer 3: The Contractor will coordinate the matter with the technical supervisor and with the City Hall, on site.**