

## Minutes of the Pre-Bidding Meeting for ItB26/03131

### “Capital repair and modernization of the “Mihai Eminescu” Theoretical Lyceum from Cimislia town as of 19 March 2026, 11:00

Online via Zoom platform

<https://undp.zoom.us/j/82590639755?pwd=omnH3RCE9Lf87aZ5dXdsWQRa370KXP.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 Andrei Vasilachi, Infrastructure Component Manager for Transforming Education in Moldova through Model Schools Programme, who welcomed the participants and introduced the members of UNDP team present at the meeting.

He made an overall presentation of the ItB document, tender’s conditions and requirements.

The **Section 3: Bid Data Sheet’s** 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 only certain parts of works are not accepted and will be disqualified. The bid must be submitted for all the works required by the ItB. In case a bidder lacks experience for a certain part of works, a consortium/association or subcontracting of a specialized company for specific works might be considered creating. 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.
- Bids and priced BoQs must be submitted in Moldovan lei for local bidders and US Dollars for foreign potential bidders. For the comparison of the financial offer, at the stage of evaluation, all bids will be transferred to US Dollars based on UN Operational Rate of Exchange on the day of deadline of the competition.
- Due to large technical drawings, not all of them are available on UNDP’s corporate platforms (Procurement notices and UNGM), however those can be found and downloaded from Quantum.

- Referring to the online submission via QUANTUM platform, please, pay attention to PDF guides in EN and RO, and the video guides, that are available below the announcement.
- **In case of encountering problems with logging in**, with the personal ID and password after registering into QUANTUM system, as recommended in the video, clearing the browser history and cookies is recommended, and then try logging in again. If the problem persists, [sc.md@undp.org](mailto:sc.md@undp.org) must be contacted to solve the issue.
- All the clarifications must be submitted not later than 5 days before the tender deadline, via QUANTUM system. In case a bidder's questions are 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.
- Regarding the list of key staff and non-key staff, the bidder should submit a list of qualified key personnel, together with CVs and professional certificates (valid at the date of presentation, attestation in accordance with Moldovan construction legislation). The list should mandatorily specify the name and surnames of the staff.

Referring to **Section 4. Evaluation Criteria**, Mr Andrei Vasilachi underlined that this section reflects the ELIGIBILITY and QUALIFICATION requirements to be met by the bidders.

#### **Section 5: Schedule of requirements. A. Scope of Works.**

The Company/Consortium shall perform the construction 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, carry out the necessary laboratory sampling and testing in compliance with the construction rules and standards, ensure the commissioning of engineering systems.

The construction works under this Invitation to Bid (ITB) refer to the capital renovation of the main educational building within the "Mihai Eminescu" Lyceum in Cimișlia. The works focus on replacing the existing slate roofing with stamped tile-type sheet metal, partially consolidating the wooden roof structure, and renovating all internal school spaces, including science classrooms, libraries, recreation halls, corridors, and wash facilities.

The scope of works also includes the rehabilitation of existing engineering systems, such as heating, ventilation, air conditioning (HVAC), water supply and sewerage, electrical systems, low-voltage networks, video surveillance, fire alarm systems, and internet infrastructure throughout all school spaces. The total floor area of the renovated spaces in the main educational building is approximately

5,004.3 m<sup>2</sup>. Additionally, the building will be thermally insulated in accordance with energy efficiency standards for public buildings.

Additionally, it was mentioned that the construction works for the project “Capital Repair and Modernization of the ‘Mihai Eminescu’ Theoretical Lyceum in Cimișlia” shall be carried out in accordance with the technical design documentation No. 03/25-1, dated 2025, developed by “Tendex Consulting” Ltd., based on the Urbanism Certificate for design No. 61 dated 15.11.2024, as well as in compliance with applicable local building codes, regulatory and normative documents, and the current standards for the implementation of the “Model Schools” concept.

Mr Vasilachi further pointed out the followings:

- The salaries of the personnel to be involved in the site works should not be lower than the amount set in the Amendment 3 (A3-2024) to CP L.01.02-2012, applicable in the Republic of Moldova, which regulates the adjustment of construction costs, including the regulatory wage, otherwise the bid will be disqualified.
- The site inspection is foreseen for March 24, 2026, and Bidders are highly recommended to visit the site to be able to develop an all-inclusive and accurate technical and financial bid.
- The Performance Security shall amount of 5% of contract amount and is to be provided within (15) days upon issuance of the contract. The Performance Security must be issued by an accredited bank in the form of a Bank Guarantee.

## II. Questions and answers

### **Question 1: Should the site organization plan be included in the bid?**

**Answer 1:** Yes, the preventive implementation and site organization plan, including the work schedule, manpower schedule for the execution of the contract, and project cash flow, all presented in Gantt chart format.

### **Question 2: The negotiation document mentions that the bidders should submit 2 contracts with a cumulative value of at least USD 2.8 million, however, could we submit three contracts if the works were related to the same work site?**

**Answer 2:** Only two contracts will be taken into consideration and if the amount will be less than the one foreseen in the negotiation document, the bid will be disqualified. To avoid any inconsistencies or even worse – the bid disqualification – make sure to familiarise yourself with the evaluation criteria.

**Question 3: When should we submit the BID security and the Performance security? Should it be submitted with the bidding document or after winning the tender?**

**Answer 3:** A scanned copy of the Bid Security shall be submitted within the Bid submission in Quantum, while the original document shall be presented within 10 after the deadline. The Performance Security shall be provided in original by the awarded bidder within 15 days upon contact issuance, along with the Liability Insurance and Insurance of Works.

**Question 4: Which years should be the Audited Financial Statement to be submitted?**

**Answer 4:** The Audited Financial Statements should be for the years 2022, 2023 and 2024.

**Question 5: In case of getting the contract award, what would be the frequency of payments and what should be the amount limit?**

**Answer 5:** A minimum amount for a payment would be USD 10,000 and the minimum frequency would one or twice per month, depending on the performed works and submitted financial documentation.

**Question 6: Are there limits for salaries' setting?**

**Answer 6:** There are no limits except for the one set in the Amendment 3 (A3-2024) to CP L.01.02-2012, applicable in the Republic of Moldova, which regulates the adjustment of construction costs, including the wage salaries, as already mentioned earlier.

**Question 7: Can we find out what is the overall budget of the current project?**

**Answer 7:** UNDP does not disclose the available budget for procurement events.

### Site Visit information

24 March 2026

**Question 1: Who bears the responsibility for site maintenance costs during the 18-month modernization period. Specifically, who will cover the expenses related to water supply, sewage services, electricity, and thermal energy for heating the building, particularly given that the works will extend through at least one cold season.**

**Answer 1:** Bidders are required to include these site maintenance costs in their financial offer. For this purpose, they may either present the respective costs as a separate line in Form H, using Line 16 "Other Costs," which is specifically intended for such expenditures, or they may incorporate these costs directly into the local cost estimates per each object.