

Minutes of the Pre-Bidding Meeting and Site Visit for ItB26/03325 Renovation and Modernization Works at the MFA Premises

03 – 04 September 2026

Pre-bidding meeting: 03 September 2026, 11:00, online via Microsoft Teams platform

<https://teams.microsoft.com/meet/332512040953512?p=1FbFfhShbqz7sqFsHa>

Site visit: 04 September 2026, 14:00, Ministry of Foreign Affairs, 80, 31 August 1989 Street, Chisinau

Agenda:

- I. General Introduction
- II. Details related to bid submission
- III. Schedule of Requirements for works
- IV. Questions and answers
- V. Site visit

I. General Introduction

The Pre-bidding meeting was opened by Ms. Dorina Jitaru, Project Manager of the MFA Support Project, who welcomed the participants. Mr. Sergiu Goreacioc, Procurement Analyst within UNDP, presented the procurement procedure and the requirements of the ITB, and Mr. Vadim Ciubotaru, Technical Consultant, presented the technical scope of the Works. The meeting was attended by representatives of the Ministry of Foreign Affairs (the Beneficiary), the Technical Design Company – Visarh Birou SRL, UNDP Moldova and interested bidders.

The procurement is carried out under the project *Enhancing Crisis Management and Cybersecurity Resilience of the Ministry of Foreign Affairs of the Republic of Moldova (MFA Support)* and covers the renovation and functional reconfiguration of the basement premises of the MFA building (approximately 866.32 m²), intended for crisis management and coordination functions, meeting rooms, archive and secure storage areas, technical rooms and related support spaces.

II. Details related to bid submission

Mr. Sergiu Goreacioc, UNDP Procurement Analyst, provided a brief overview of the tendering documentation.

1. **Section 2: Instructions to Bidders** is a standard section applicable to all UNDP procurement processes. It sets out the general rules of participation, and applicants are advised to review it carefully.
2. The key conditions of **Section 3: Data Sheet** were highlighted as follows:
 - The procurement is open to both national and international companies; bids and supporting documents may be submitted in **English or Romanian**;
 - Clarification requests shall be submitted through **QUANTUM messaging** no later than **five**

- (5) days before the submission deadline; in case of system difficulties, at sc.md@undp.org;
 - **Partial bids are not allowed** - bidders must quote for the entire scope of works;
 - Prices shall be quoted in **MDL** by local companies and in **USD** by international companies, **exclusive of VAT**; bids shall remain valid for **90 days**;
 - A **bid security of USD 10,000** is required.
 - Bids shall be submitted **exclusively through QUANTUM**.
 - Award will be made to the **lowest priced, substantially compliant bid**; a **single contract** will be awarded;
 - Execution period: **eight (8) months**, followed by a **12-month Defects Liability Period** (total contract validity up to 20 months). **No advance payments**; payments are made monthly against volumes of works certified by the UNDP Engineer; a performance security of 5% and liquidated damages for delay apply;
 - UNDP reserve the right to vary the final quantities, which may be increased or decreased is 25% at the time of Award.
 - Bidders are advised to share at this stage of procurement process the UNDP General Terms and Conditions for Works to verify the acceptance.
 - The **list of documents to be submitted is mandatory**. A missing document will first be requested through a clarification; failure to provide it within the indicated deadline leads to disqualification.
3. Referring to **Section 4: Evaluation Criteria**, the minimum requirements were underlined, as well as the requirement to provide supporting evidence for each criterion, using the standard **Bidding Forms** and information consistent with the audited financial statements. All Bidding Forms included in the Invitation to Bid are mandatory. Except for the additional mandatory documents specified above, Bidders shall not be required to submit any additional documentation or information in any other form.
- Bidders were asked to pay particular attention to the Qualification Criteria and to provide the required information in the Bidding Forms strictly in accordance with the specified requirements, as compliance with these criteria is essential for the Bid to proceed to the technical evaluation stage. Particular attention was drawn to the submission of the Financial Offer, which must be duly supported by Forms F3, F5 and F7.
4. Bidders were encouraged to submit their Bids before the deadline. The number of Bids received in advance would provide an indication of the level of interest in the current procurement and would support UNDP in assessing whether a potential extension of the submission deadline may be warranted. It was also clarified that UNDP does not have access to the submitted Bids prior to the deadline. This ensures the confidentiality, transparency, and security of the bidding process.

III. Section 5: Schedule of Requirements

Mr. Vadim Ciubotaru presented **Section 5:** acknowledging the following key aspects:

- The Works concern the basement of an **operational building** in the centre of Chisinau; noisy, dust-generating and demolition works shall be coordinated with the MFA and may need to be carried out outside normal working hours;
- The scope includes demolition and structural strengthening, architectural and finishing works, water supply and sewerage, HVAC and smoke management, electrical and lighting installations, structured cabling, fire detection and warning, gas fire suppression, video monitoring and access control;
- The design and the BoQ are **structured by packages**; the technical bid and prices shall be presented separately for each package;
- **Attestation certificates** of the proposed technical supervisors shall be valid at bid submission and throughout implementation, covering each work package;
- **Annex 4: Technical Compliance Table** shall be completed and accompanied by certificates of conformity, technical passports and other supporting documents for the proposed equipment;
- Space for delivery of materials and evacuation of demolition waste is **limited**; the resulting costs shall be reflected in the offers;
- Upon completion, the Contractor shall submit the **as-built documentation**, particularly for concealed networks, together with the Technical Book, certificates of conformity and daily site records required by national legislation.

UNDP informed the participants that the minutes of the Pre-bidding meeting and of the site visit will be published through QUANTUM and on the platforms where the tender has been advertised, without disclosing the identity of the requesting parties.

IV. Questions and answers

Question 1: Must the bid security be signed by the bank with a handwritten signature and stamp, or is an electronic signature acceptable?

Answer 1: Both are acceptable. An electronically signed bank guarantee is accepted if UNDP is able to verify the signature, in which case the original hard copy is no longer required.

Question 2: Must the cost estimates and the resource forms F3, F5 and F7 be signed by an authorised specialist?

Answer 2: They shall be signed by the person holding the right of signature on behalf of the bidder, with the corresponding authorization. The forms shall be generated using WinCmeta or an equivalent resource methodology, as required by the national regulatory framework.

Question 3: How can the design documentation be obtained? Is it accessible in Quantum?

Answer 3: Due to its size, the complete design documentation is available only in QUANTUM, as attachments to the tender. Bidders facing access difficulties should write to sc.md@undp.org and UNDP will identify a technical solution for transmitting the entire package.

Question 4: What is the working regime for noisy, dust-generating and demolition works?

Answer 4: The representatives of the Ministry confirmed that noisy works may as a rule be carried out during working hours, if announced and coordinated in advance and do not coincide with meetings or protocol events, which are usually planned about one week ahead. The Contractor will prepare a schedule of noisy and demolition works to be agreed with the Ministry. The heaviest works may still need to be performed at weekends or outside 08:00-17:00, as provided in the tender documentation; bidders shall consider the related costs in their prices.

Question 5: Which stage of the works will generate the highest level of disturbance, and how long will it last?

Answer 5: The Designer explained that the first stage – demolition, will be the noisiest and is estimated at approximately one to one and a half months. Demolition may also be organised in shorter intervals outside working hours, followed by cleaning and waste removal; the design allows additional openings towards the inner courtyard for waste evacuation.

Question 6: Will the basement premises be fully vacated, and how will access of personnel and transport be organised?

Answer 6: The Ministry confirmed that the greater part of the basement has already been vacated and that the remaining stored items will be removed. Access arrangements will be coordinated with the Ministry; the Designer noted that a separate access from the inner courtyard could be used for the construction site, allowing physical separation from the operational areas, subject to access control and security arrangements. Practical arrangements were to be examined during the site visit.

Question 7: Will the quantities in the Bills of Quantities be modified, and will the submission deadline be extended?

Answer 7: UNDP informed the participants that some discrepancies were identified in the Bills of Quantities and that the quantities are being revised now. As considerable number of items are affected, the BoQ will be reissued in their entirety as a complete updated version rather than corrected item by item. Bidders were advised to start by reviewing the design documentation and to carry out the pricing exercise after publication of the updated BoQ via Amendment No1. The deadline for submission of bids will be extended accordingly; the amendment will be published in QUANTUM and on the platforms where the tender has been advertised, and bidders will be notified.

V. Site visit

The site visit was conducted on 4 September 2026, at 14:00, at the premises of the Ministry of Foreign Affairs, 80, 31 August 1989 Street, Chisinau. The participants were accompanied by representatives of the Ministry of Foreign Affairs, of the Technical Design Company – Visarh Birou SRL, and of UNDP. The basement premises subject to renovation were inspected, together with the access routes for personnel, delivery of materials and evacuation of demolition waste, and the interfaces with the existing utilities and with the operational areas of the building. In addition to the clarifications provided on site, UNDP drew the attention of the participants to the following aspects:

- Bidders are urged to prepare their offers **strictly on the basis of the tender documentation**, so as to ensure equal treatment of all participants and the comparability of the bids. In case a bidder considers that additional works would be necessary, following the site visit and review of project design; such items will be discussed and negotiated at the time of award. Any discrepancy or omission identified in the tender documentation shall be submitted as a clarification request through QUANTUM before the deadline for clarifications;
- UNDP will make every effort to **evaluate the bids within the shortest possible time**. The duration of the evaluation depends, however, to a large extent on how complete the bids received are: incomplete submissions require clarification requests and additional rounds of review, which extend the process for all bidders. Bidders are therefore encouraged to submit complete bids, in strict accordance with the checklist and the Bidding Forms;
- **No additional score or advantage** will be granted to bidders proposing materials, equipment or solutions of a higher quality or specification than those required. The technical evaluation is carried out on a **pass/fail** basis, strictly against the minimum requirements set out in the tender documentation, and the contract is awarded to the lowest priced, substantially compliant bid. Exceeding the required specifications will therefore not improve the position of a bidder;
- It was reiterated that:
 - Due to the size of the file, the **complete design documentation is available only in QUANTUM**, as an attachment to the tender, and not on the other platforms where the procurement notice has been published. Bidders encountering difficulties in accessing it are requested to contact UNDP at sc.md@undp.org.
 - Amended **Bill of Quantities** will be soon provided together with pre-bidding minutes via **QUANTUM**