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Support to Confidence Building Measures
Susținerea Măsurilor de Promovare a Încrederii
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Minutes of the Pre-Bidding Conference
for RfQ17/01568 SCBM:
Repair works at the Fire and Rescue Unit PS № 58
from Copanca village

31 July 2017, 11:00

Le Roi Business Center, 3rd floor (29, Sfatul Tarii Str., Chisinau)

Agenda:

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

I. Presentation and description of procedures

The Pre-bidding conference was opened by *Liliana Caterov, Procurement & Contracts Associate, SCBM Programme*, who welcomed the participants, introduced the members of UNDP team present at the meeting and made an overall presentation of the tender's **conditions** and requirements. Mrs. Caterov underlined that comparing with the previous competitions for civil works, this one is placed using a simplified procurement method called Request for Quotation, which foresee filling-in of only Annex 1, as well as attach all the supporting documents required by the Request for Quotation document. Also, it was emphasized that this competition implies electronic submission of quotations using the instructions placed in the announcement and listed in the Request for Quotation document. Further on, Mrs. Caterov made a review of the requirements listed in the Request for Quotation document.

II. Questions and Answers

During the pre-bidding conference, the following questions were raised:

Question 1: Should the Quality Manual be uploaded into the e-Tendering system in full version or just the first page?

Answer: The Bidder has 2 options: either to upload a scanned full version of the Quality Manual, including the Contract with laboratory, or to upload the Notice for participation in the tender issued by the State Inspection available on the date of bid submission. Given that the last one confirms that the Bidder has a valid Quality Manual and that it respects the national quality standards in the field.

Question 2: What is the format in which the documents should be uploaded into the e-Tendering system?

Answer: It is recommended to upload the documents in PDF format. Only the Quotation Submission Forms presented in Annex 1 shall be mandatory signed and stamped, as well as provide the **name and contact details of the Bidder's Legal Representative**. The Cost Estimates may be uploaded unstamped and this is the strong point of electronic submission of bids, given that **the Bidder don't have to print and sign and stamp the documents but only to save the document** in the required format and upload it into the e-Tendering Atlas System.

Question 3: Sometimes the works are performed without signing a Final Commissioning Report. Is it possible to submit another confirming documentation as prove of similar experience?

Answer: The Final Commissioning Report is the only document, which serves to UNDP as prove of acceptance of executed works in terms of quality and their correspondence to the requirement.

Question 4: How may the companies learn about the results of the public bid opening other than being present during the meeting?

Answer: The Note of the Public Bid Opening listing the Bidders and the amounts of the Bids submitted will be automatically sent to the Bidders who submitted their bids for given tender from the e-Tendering system after the public opening.