

Pre-bidding conference

ITB 18/01761 - Construction of the access road to the BCP Palanca located in Stefan Voda, Republic of Moldova

8 June 2018, 11:00

Le Roi Conference Room, (29, Sfatul Tarii str., Chisinau)

Participants	
3 representatives from 3 interested bidding companies attended the meeting	
UNDP Moldova	
1. Liliana Caterov	Procurement and Contracts Associate, SCBM Programme UNDP Moldova
2. Andrei Vasilachi	Project Officer/Engineer, Palanca project
3. Cornelia Panico	Project Associate, Palanca project
4. Adrian Bejenaru	Project Manager, Palanca project

The purpose of the pre-bidding conference for the ITB18/01761 is to explain important aspects related to the procurement procedures and clarify various technical aspects of the requirements. The ITB is an open competition launched on 01 June 2018 with the deadline for submission of the bids set for 22 June, 12:00.

Agenda:

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

I. Presentation and description of procedures/Introduction:

Mr. Adrian Bejenaru, *Project Manager, UNDP Moldova*, opened the conference, presented the team and welcomed the participants. He announced the working language of the session-Romanian and shortly went through the agenda of the meeting. The purpose of the meeting is to present as clear as possible the rules and conditions of the tender answering to all the questions which may arise, to avoid future mistakes or omissions.

Before presenting the conditions of the current tender, *Mr. Adrian Bejenaru* made a short presentation of the project and explained the connection of the announced tender with the project objective, its importance and the high necessity to finalize the construction works by the end on November 2018. In addition, Mr. Bejenaru informed the bidders on some aspects as follows:

- The land designated for the construction of the access roads is in the property of the Customs Service of RM and is situated on the territory of the Republic of Moldova;
- UNDP will guarantee that all the constructions authorizations will be provided in time to the future contractor;
- The design drawings were showed in detail with the comment: "cleared and certified as per the local legislation" also approved by the Beneficiary (the Customs Service of Republic of Moldova);
- Some pictures from the site were shown to the prospective bidders;
- As the future platform for the access road is located in the flood area, additional laboratory tests for the soil compaction and topographical measurements will be performed, therefore the bidders are advised to include these costs in the overhead expenses.

Next, Mr. Cornelia Panico, *Project Associate UNDP Moldova*, drew the attendees' attention to some important aspects about procurement rules in UNDP. UNDP operates in Moldova under an Agreement signed with the Government of RM. This does not mean that UNDP works in net accordance with the national legislation. UNDP Moldova was entitled to work in this country following the internal organizational rules. The rules set

in UNDP Moldova differ from the rules followed by other International Organizations which operate in the Republic of Moldova, and from the rules used by the Public Acquisitions Agency. It was also suggested to consult the tender's rules and conditions announced during each tender to make sure that bidders have a proper understanding and are aware about any updates. Ms. Panico also stressed out that UNDP Moldova is working under the principles announced in the UNDP's Programme and Operations Policies and Procedures, which are publicly available at www.popp.undp.org. These principles followed during the procurement process are Value for Money, Transparency, Integrity, and Interest of the Organization. The *Transparency* principle means that the rules and the evaluation criteria are publicly announced and the competition takes place only based on the announced criteria. The results of the competition are also publicly announced, but not the evaluation process. She also pointed that the conditions of the competitions are generic and they are formulated in such way as more companies can be eligible. Also, they are as large as to allow the participation of those companies that can assure the quality of works required by UNDP. It was also mentioned that any conflict of interests, risks or any tentative to manipulate with the situation, are reasons for disqualification without any explanation. Another important issue figured out by Ms. Panico was the acceptance of UNDP General Terms and Conditions requirement, which is a mandatory requirement.

At the same time, it was highlighted that the decisions during the evaluation process are taken based on the documentation submitted, strictly on the announced evaluation criteria.

Ms. Panico also suggested addressing questions/comments in case there are any unclear issues, but only during the competition period until the announced deadline.

Ms. Cornelia Panico drew the attention of bidders to the deadline and instructions for submitting the bids, specifically related to electronic submission of offers on the e-tendering platform and technical volume of the mails that shall be sent as they have not to exceed 5 MB. Also, it has been underlined that even 1 (one) minute delay of submission, the bid will not be considered. Companies are advised to double check that all documents requested under the Section 6 are submitted, as to avoid disqualification due to lack of any such document. The bids can be submitted in English or Romanian (with un-official translation) and any other questions that may arise can be addressed in written to the contact person indicated in the ITB the latest 5 days before bid submission. All the answers will be published on the site. It was also underlined that the Bid Security Guarantee should be presented in original (even if the bid is submitted on-line on the e-tendering platform) and after completion of the evaluation process this will be returned to the unsuccessful bidders. It was pointed out that the Bid Submission Form (Form A) should be signed and stamped, by this proving that the company intends to compete in this tender.

Next, it was underlined the criteria of qualification and disqualification of the bids listed in the Section 4. Evaluation Criteria, so that all offerors should pay attention and make sure that these criteria will be fully met.

II. Questions and answers:

Question 1: Please clarify if any adjustment will be allowed to the contract value in case of the fluctuations of the exchange rate?

Answer 1: No, as per the General Terms and Conditions in place, UNDP is not entitled to make any adjustments to the Contract value due to the exchange rate fluctuations, as soon as the contracts are signed in USD. The Bid shall be submitted in **US Dollars** as it is specified in the Section 3: Bid Data Sheet. The reference date for determining the UN Operational Exchange Rate is **22 June 2018** and can be consulted by following the next link: <https://treasury.un.org/operationalrates/OperationalRates.php>.

Question 2: What is the percentage limit allowed for subcontracting?

Answer 2: As the electricity works are not significant, percentage limit for subcontracting these works was not established.

Question 3: Please clarify if the borrow pit necessary for material needed for compaction works is available?

Answer 3: Yes, a nearby borrow pit with the required volume of soil is available and is in the property of the mayoralty of Palanca which is situated at a distance of 4 km from the construction site. The bidders are encouraged to negotiate individually the price for the soil with the owner of the borrow pit.

Question 4: What is the limit of the bid price versus the estimations?

Answer 4: According to the procedures in place, UNDP is not allowed to announce the estimations. Therefore, it is the bidders solely decision to offer its best price for the required volume of works specified in the Bill of Quantities.