

**Minutes of the Pre-Bidding Conference for
ItB19/02011: Reconstruction works of the National Centre for Judicial Expertise building**

December 20, 2019, 14:00

UN House conference room,
131, 31 August 1989 Street, Chisinau, Moldova

Ref. no: ItB19/02011

Agenda:

- I. Presentation and description of procurement procedures and technical requirements
- II. Questions and answers

I. Presentation and description of procedures

The Pre-bidding conference was opened by Mr. Alexandru Cocirta, Programme Analyst, who introduced the members of UNDP team: Ms. Olga Driga, Procurement Associate, Ms. Anna Soltan, Project Associate and Mr. Alexandru Railean, UNDP Engineer, all present at the event. Mr. Cocirta welcomed and thanked the representatives of the 3 (three) local companies for their presence and interest for the tender and passed through the agenda of the event.

Further, the Programme Analyst made a short presentation on the reconstruction works to be undertaken at the National Centre for Judicial Expertise building within the Project "Support to Justice Sector Reform in Moldova" (SJSR Project).

Mr. Cocirta emphasized some important aspects related **to solicitation documents and procurement rules in UNDP**, while Ms. Driga advised regarding the **electronic bid submission process**:

- The ItB states the **evaluation criteria** to be met and **mandatory documents** to be submitted by companies as per sections *Documents to be submitted* and *Evaluation Criteria* of the ItB.
- **A Bid Security** is required in the amount of **USD 10,000**. For a bid security provided in MDL, please be guided by the UN Official Rate of Exchange (UNORE) as per the official link <https://treasury.un.org/operationalrates/OperationalRates.php> (on January 13, 2020). Kindly note that UNORE is different from the official rate of the National Bank of Moldova, and is usually updated each month, rarely twice a month). Besides the scan uploaded in e-tendering, **the original Bid Security should be brought to UNDP not later than the next day after the deadline 17:00 (Moldova time)**.
- **Offers must be submitted in USD (VAT Exclusive)**. Contracts will be also concluded in US Dollars, but **payments will be made in MDL, using the UNORE valid on the day of payment**. Thus, companies are encouraged to make adequate estimations to cover currency exchange rate risks by the end of the contract.
- Companies must use **the Returnable Bidding Forms (which are in English)** attached to the ItB when compiling their offer. Companies are encouraged to complete the forms in

English, but **may also complete them in Romanian or Russian**, but without translating them or making any changes to the initial text of the Forms.

- **Allowable Manner of Submitting Bids** – electronic **only, via the e-tendering system**. After deadline expiry, the system will automatically close, and no more offers will be accepted (guide published). Please note that the time zone displayed in e-tendering is the New York time. Therefore, if the deadline for the tender is January 13, 12:00 p.m. Moldova time, it will close at 5:00 a.m. New York time/e-tendering time.
- **Bidders are encouraged to register and upload their offers one day before the deadline**, to avoid last moment technical problems that could impede them successfully submit their offers. For easy reference, on the tender announcement page, besides the PDF application guides, there are available videos in Russian and English to help bidders with the electronic submissions: *e-Tendering Resources for Bidders*
<https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-nt-notice/resources/>.
- Any relevant changes to **solicitation documents** will be reflected in **official amendments** published on the ItB announcement pages.
- **Bid-opening:** In the case of e-Tendering submission, bidders will receive an automatic notification once their Bids are opened.
- **Clarifications/questions** regarding procurement and technical requirements, may be addressed during the pre-bidding, as well as in written form to the e-mail of the UNDP focal point mentioned in the ItB. If relevant, answers will be published on tender announcement pages and/or be also disseminated to interested companies via e-mail. Companies are encouraged to register and accept the invitation for this tender on e-tendering as soon as possible, to get notifications directly from the system.

Further, Mr. Cocirta stressed that the tender is **launched for the entire amount of works** as described in solicitation documents, while the works are expected to be **contracted and completed in phases**. The Contractor is expected to commit to and execute in phases all works described in Annexes 1 and 2 in line with the schedule of performance of works, agreed at the moment of Contract award. The Contractor is expected to **maintain the same level of prices quoted for the duration of all Contract execution phases**.

Other details highlighted during the pre-bidding conference:

- Minimum average annual turnover of **USD 600,000** for the past **3 years**.
- UNDP's position toward the labor tariff is guided by the national law. The tariff may not be lower than the minimum provided by the law, for each relevant category of workers.
- The list of **key personnel** presented in the offer of one bidder should not be engaged in the offer of other bidder, otherwise, both offers may be disqualified. Moreover, according to the tender documentation, **separate persons / specialists** are requested for each key area. All the professional certificates must be valid at the date of presentation.
- Deadline for submitting requests for clarifications/ questions 3 days before the submission deadline.
- All Bill of Quantities (as per WinSmeta software) should be presented in separate folders/sections as found in the published Bill of Quantities (archived folder).
- English version of the Bill of Quantities, as well as the **Technical Specifications for the air-conditioners** will be published to the tender.

Further, companies were encouraged to address questions/comments regarding procurement procedure or technical aspects.

II. Questions and answers

Question 1: *Regarding e-tendering, how do we proceed if we have an account that was blocked?*

Answer: Accounts can be re-activated. Companies can address an e-mail directly to ps.support@undp.org or through the contact person for the tender, requesting the re-activation of the account. For now, the e-tendering system inactivates accounts that are not accessed for several months.

Question 2: *Is it mandatory to provide the Quality Certificate ISO 9001?*

Answer: This is not a mandatory requirement, however, the bidder is encouraged to present ISO Certificate and/or other similar certificates, accreditations, awards and citations received by the Bidder, **if any**, or quality manual, full copy, including the Contract with laboratory.

Question 3: *In a previous tender UNDP offered the KOS without prices. Could UNDP offer the KOS for this tender as well?*

Answer: The previous mentioned tender was a specific case when the deadline was very short and the BoQs had many positions to be entered. For the current tender, the deadline is January 13, 2020, thus, the bidders have enough time to complete their offers. UNDP will not offer KOS for this tender.

Question 4: *In case of Association, is it allowed to have some key personal presented by the associated partner?*

Answer: Yes. For JV/Consortium/Association, any of the partners may be the employee, or the specialists may be a contribution of all the JV/Consortium/Association partners (*when preparing your bid please refer to point 14 "Joint Venture, Consortium or Association" of the Section 2 Instruction to bidders*).

Question 5: *Will the building be in use during the reconstruction works?*

Answer: No. The building is evacuated and preserved. There are no impairments for the reconstruction works to be undertaken.

Site visit: Bidders are invited on **Monday, 30 December 2019, 11:00, at 2, Maria Cebotari Street, Chisinau** to visit and examine the Site and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract. Should you be interested, kindly inform **Alexandru Railean, UNDP Project Engineer**, alexandru.railean@gmail.com, (cc Anna Soltan anna.soltan@undp.org).

Questions and Answers

Please see below the questions received via email after the Pre-bidding conference and the relevant answers:

Question 1: *In the BoQ 8.2 Ventilation, positions 34 and 35, please clarify the text of the positions that contain contradictory information regarding the thickness of the material used:*

- *poz. 34 - placi de vata minerala de liant sintetic marca 125 gr.50 mm (изоляция воздуховодов толщ. 30 мм)*
- *poz.35 - placi de vata minerala de liant sintetic marca 125 gr.50 mm (изоляция воздуховодов толщ. 100 мм)*

Answer: For positions 34 and 35 the correct thickness of the material is indicated in the Russian version (respectively for **p.34 - 30 mm** and for **p.35 – 100 mm**).

Question 2: *What is the rate of the dollar at which the offer price will be calculated?*

Answer: All prices shall be quoted in USD. When preparing your bid please be guided by the UN Official Rate of Exchange (UNORE) as per the official link <https://treasury.un.org/operationalrates/OperationalRates.php>. To determine the rate for January 2020 as per UNORE, kindly access the link starting with **1st January 2020**.

Question 3: *Should the bidder provide the certificate on absence of debts to the state budget?*

Answer 3: No. To review the list of requested documents, please refer to ITB document, Form B.

Question 4: *Please provide more details regarding the Technical Specifications for the air conditioners required in the Bill of Quantities.*

Answer: The Technical Specifications for air conditioners are available/ uploaded and can be found in the section "Supporting documents" of the current tender.