

**Minutes of the Pre-Bidding Conference for
ITB21/02197: Reconstruction works for the MIAs Recruiting and Evaluation Centre(REC)**

**January 29, 2021, 10:00 am
Online ZOOM Meeting**

Ref. no: ITB21/02197

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. Viorel Albu, Project Manager, who introduced the members of the UNDP team: Ms. Olga Driga, UNDP Moldova Country Office Procurement Associate, Ms. Vica Anton, Head of MIA/REC, Mr. Oleg Afanasii, Technical Supervisor, all present at the event.

Mr. Albu welcomed and thanked the representatives of the local companies who joined the meeting for their interest for the tender and passed through the agenda of the event.

Further, the Project Manager made a short presentation on the modernization process of the Recruiting and Evaluation Centre within the "Support to Law Enforcement Reform in Moldova Project" (Law Enforcement Project). He explained that, as described in the ITB Section 5a: Schedule of Requirements and Technical Specifications, the presented BoQs refer to the REC the modernization process.

Mr. Albu and Ms. Driga emphasized some important aspects related **to solicitation documents and procurement rules in UNDP** and 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.
- **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.
- **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-notices/resources/>.
- **Offers must be submitted in USD (VAT Exclusive)** as per UN Official Rate of Exchange (UNORE) as per the official link <https://treasury.un.org/operationalrates/OperationalRates.php>. Thus, companies are encouraged to make adequate estimations to cover currency exchange rate risks by the end of the contract.
- **A performance security is mandatory for the winning company** as a condition of contract validity (10% of contract value).
- **Advance payment allowed up to 20% of the contract value** (another bank guarantee is required if the amount exceeds USD 30,000).

- Changes to **solicitation documents** will be reflected in **official amendments** published on the ITB announcement pages.
- **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 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.

Mr. Albu invited the companies to visit the construction site, if interested. Further, companies were encouraged to address questions/comments regarding procurement procedure or technical aspects.

II. Questions and answers / Întrebări și răspunsuri:

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Question 1: With reference to experience, at least 3 contracts implemented in the last five years, with an amount greater than or equal to 200 thousand USD. Is the cumulative value or each separate contract is considered?

Answer: A similar experience is required here. So each separate contract must be similar in value and complexity.

Question 2: Regarding the documentation, is the contract and the commissioning report signed at the end of the works required as proof?

Answer: Yes.

Question 3: With reference to the exchange rate of the offer, it was indicated to apply the UN exchange rate from 9 February 2021. At the same time, it was recommended to submit the documents one day in advance. Do we take the course on the day of submission or the one on February 9, 2021?

Answer: In the case of the UN, the exchange rate is set once for the whole month. The UN exchange rate is indicative for you to help formulate the offer.

Question 4: What about the organization of the reconstruction works, the spaces where the reconstruction activities will take place are free or they are still used?

Answer: The spaces are free. There are also separate entrances

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Întrebarea 1: Cu privire la experiență, minimum 3 contracte implementate în ultimii cinci ani, cu suma mai mare sau egală cu 200 mii USD. Se are în vedere valoarea cumulativă sau fiecare contract separat?

Răspuns: Aici se solicită experiența similară. Deci fiecare contract separat trebuie să fie similar ca valoare și complexitate.

Întrebarea 2: Ce ține de documentație, se solicită ca dovadă contractul și procesul verbal de recepție la terminarea lucrărilor semnat?

Răspuns: Da, corect.

Întrebarea 3: Cu privire la cursul valutar al ofertei s-a indicat să se aplice cursul UN de la data de 9 februarie 2021. În același timp s-a recomandat de depune documentele cu o zi înainte. Luăm cursul din ziua depunerii sau cel de pe 9 februarie 2021?

Răspuns: În cazul UN, rata de schimb valutar se stabilește odată pentru toată luna. Cursul valutar UN este orientativ pentru dumneavoastră ca să vă ajute să formulați oferta.

Întrebarea 4: Ce ține de organizarea lucrărilor de reconstrucție, spațiile unde se vor desfășura activitățile de reconstrucție sunt libere sau ele încă sunt folosite?

Răspuns: Spațiile sunt libere. Suplimentar sunt intrări separate.

Question 5: *In detailed estimate, the prices for materials to be indicated also in dollars, or only in the offer to make the conversion in dollars, while in the detailed estimate to leave in lei?*

Answer: The offer has to be in dollars. For example, the WinSmeta program allows automatic conversion into any convertible currency.

Întrebarea 5: *În devize prețurile pentru materiale de indicat tot în dolari, sau doar în oferta să facem convertirea în dolari, iar în devizul detaliat să lăsăm în lei?*

Răspuns: Oferta trebuie să fie în dolari. Spre exemplu, programul WinSmeta permite convertirea automată în orice valută convertibilă.