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**Minutes of the Pre-Bidding Meeting
for ITB 21/02196
EU CBM: Conservation Works of Bender Fortress, phase 1**

as of 03 February 2021, 11:00,

Online via Zoom platform

<https://undp.zoom.us/j/86746526333>

Agenda:

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

I. Presentation and description of procedures

The Pre-bidding conference was opened by *Vladimir Paraschiv, Procurement Associate, EU-CBM Programme*, who welcomed the participants, introduced the members of UNDP team present at the meeting and informed the participants of how to use some of the Zoom features, including the translation channels in Romanian and Russian.

He has made an overall presentation of the tender's conditions and requirements. He underlined the importance of provision of all required documents and explained Bid security, maintenance security and performance security to the attendees.

Some other important conditions were pointed out as follows:

- It is important that the bidder's proposal is valid for a period not less than 120 days;
- for this tender there is need for Bid Security (USD 32,000) or Bid Bank Guarantee;
- Advanced payment is allowed up to maximum 20% from the amount of the contract in the conditions detailed in the ITB document;
- There will be liquidated damages imposed in case the works are not completed within 18 months;
- There is performance security in value of 10% of the contract;
- Solicitations for clarifications are accepted via e-mail, till 5 days prior to the deadline, in this case till 22 February 2021, as the established deadline for the tender is March 1, 2021;
- Bidder should be a legally registered international company or JV/Consortium or with at least 10 years of experience in the field of activity. The requirements towards bidder's eligibility, qualification and experience, as well as key personnel to be proposed for the implementation of the contract are detailed in

the Section 4 of the ITB document. The list of documents to be attached to the technical proposal is presented in Form B of Section 6;

- Currency for the financial offer is United States Dollars (US\$);
- Valid certificates shall be provided, and these include the certificate of registration, license for construction works in Transnistria, certificate for conservation/restoration works etc;
- Also, pay attention to the fact that the financial proposal shall be VAT 0%. The envisaged project is of technical assistance and falls under international treaties to which Moldova is a party and as a confirmation, the Contractor will be provided with confirming letter. This means that not only the contractor but also its subcontractors can benefit from the 0% VAT reduction for the services provided under this contract. Referring to the online submission via e-tendering platform, please, pay attention to the video guides, which link is published in the tender announcement (<https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>). If following strictly the guidelines you will succeed. In case, after registering into the e-tendering system you encounter problems in logging in with your personal ID and password, as recommended in the video, first clear the browser history and second – try to log in. In case you encounter problems in accessing some system buttons, please, try using another Internet browser. The Atlas e-Tendering System is designed for Internet Explorer browser. In case you are not registered, you may access the system by using ID "event.guest" and password "why2change" in order to view the bidding event and the supporting documents, however, this will not allow you to bid, unless registered.

Mrs. Olga Driga, Procurement Associate, UNDP Moldova, has mentioned that Bid Security is required to be submitted by the lead company: should be attached scanned as part of the offer and is expected to be received also in original by UNDP Moldova not later than 10 days after the deadline of the ITB.

Mr. Vladimir Paraschiv has mentioned that the only platform for receiving the offer is e-tendering system and the bidders are requested to apply well in advance the scanned documents, as there is the need to upload many documents and it takes time. You will receive a notification on email confirming bid submission. Please register for tender, in such a way you will receive a notification each time the tender has updates.

Mr. Andrei Vasilachi also spoke about the annexes of the ITB, about the construction site in Transnistria region. He mentioned that the preliminary date for the field visit is scheduled for the 5th February 2021 and that interested companies shall notify the contact person in writing about intention to participate in this visit with at least 3 days in advance. He also described the technical documents, including BOQs, Technical Design, TOR etc

Mr. Vasilachi also underlined the following:

- An international company with the experience in historical restoration has the possibility to form a consortium/Joint Venture or subcontract a local company that has the license to provide construction works in Transnistria or obtain itself the required license is advisable.
- The timeline of the project is 18 months, therefore there is chart for the implementation;
- BOQs and other documents are available in 3 languages – English, Romanian and Russian;

II. Questions and Answers

No questions have been raised during the pre-bid meeting.