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**Minutes of the Pre-Bidding Meeting
for ITB 21/02329
EU CBM: Rehabilitation of the main arena of Chisinau Circus (Frist phase)**

as of 29 September 2021, 11:00 – 13:00,
Online via Zoom platform

<https://undp.zoom.us/j/82019111308?pwd=a1pEN1ZlaxlGYWVEdVRyRkhOUkZpdz09>

Agenda:

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

I. Presentation and description of procedures

The Pre-bidding conference was opened by *Andrei Vasilachi, Project Manager, EU-CBM Programme*, who welcomed the participants, introduced the members of EU CBM Programme and UNDP Moldova 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 English.

Mr. *Vladimir Paraschiv, Procurement Associate, EU CBM Programme*, made an overall presentation of the tender's conditions and requirements. He underlined the importance of provision of all required documents, pointing out important specific conditions as follows:

- The bidders proposals shall be valid for a period of not less than 120 days;
- A Bid Security (in the amount of USD 32,000) is required in the form of a Bank Guarantee. A scanned copy of the bid security shall be submitted as part of the e-Tendering bid submission. The original of the Bid Security shall be delivered to the address specified in the ITB document not later than 10 days after the submission deadline;
- Advanced payment is allowed up to maximum 20% from the amount of the contract in the conditions detailed in the ITB document;
- Liquidated damages will be imposed in case the works are not completed within 18 months;
- A Performance Security in value of 10% of the contract value is required;
- Solicitations for clarifications are accepted via e-mail, upto 5 days prior to the deadline, as the established deadline for the tender is October 18, 2021;

- Bidder should be a legally registered international company or JV/Consortium or with at least 7 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 in the case this is required in the country of origin of the company etc;
- Also, it was mentioned 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, vendors shall 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. Andrei Vasilachi, Project Manager, EU CBM, has explained the requirements related to the Bid security, maintenance security and performance security to the attendees and 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, Procurement Associate, EU CBM, 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. He mentioned that the preliminary date for the field visit is scheduled for the 1 October 2021 and that interested companies shall notify the contact person in writing about intention to participate in this visit or be present there at the time of the field visit. He also described the technical documents, including BOQs, Technical Design, TOR etc.

II. Questions and Answers

Question 1: What is the connection between the requirement for having experience in completion of works for projects with at least 500 persons capacity, and the BOQ, where works related to simple construction works, line concrete pouring or vitrails are included?

Answer: The requirements for residential buildings are different and the current competition and BOQ refer to a building that is a well-known place in Chisinau and cannot be looked at just from the mere construction point of view. Given its significance and importance for the city, the Circus building is on the waiting list to be included into the heritage list of national importance. Second, the requirement is introduced in order to assess the experience of the Bidders in implementing sites of similar complexity or higher. The Circus has the capacity of ~2000 visitors and the ITB is requiring projects with at least 500 visitors without specifying type of construction, for example it can be a sport facility, theatre, music hall or even wedding ceremony hall.

Question 2: How to interpret the requirement of having a turnover of 2,000,000 USD?

Answer: The average annual turnover of 2,000,000 USD is calculated as an average amount per year for the last three years.

Question 3: The BOQ includes metal siding, but no chromatic solution is envisaged there.

Answer: The chromatic solution for the metal siding shall be similar to the vitrails inox.

Question 4: Can you also add the SA DWG-96 drawing to the tender documents so we can see the stainless-steel anchors?

Answer: Attached you will find drawing C-DWG-45 which refers to the stainless-steel anchors in question.

Question 5: The inox profiles for curtain walls are not available in Moldova, how shall we proceed?

Answer: Moldova does not produce inox profiles, all are imported. Please take into account that the requirements in BOQs are the minimum criteria. In case you have a better solution as per minimum criteria, including the forms, conductivity, the durability for such profiles you can insert it into the offer. The respective vitrails are intended to be used for at least 20 years, therefore these are the grounds for these specific requirements.

Question 6: International companies will bring their employees in Moldova, do they need a working visa? If we are going to import construction materials, do we need to add VAT or the works are VAT free?

Answer: UNDP shall provide a letter to the contractor on the implementation of the project and this letter will facilitate the processing of documents for the foreign specialists involved in the works performance. Please take into account that the foreman for construction shall have local certificate, therefore, it is highly probable that he/she will be a locally hired specialist. The letter gives the company the possibility to apply VAT=0 to the construction materials related to the tendered project.

Question 7: Whom shall be addressed the bank guarantee to? Which banks can provide such guarantee, only local or international banks too?

Answer: The bank guarantee shall be addressed to UNDP Moldova and can be provided by local or international banks.

Question 8: Where can the Moldovan construction code be found/accessed?

Answer: On the official site at www.legis.md you will find the construction legislation, mentioned in the ITB document and other regulations.

Question 9: Can you tell us more about the next phases of intervention for the Circus?

Answer: UNDP has currently funds for completion of the first stage only. Efforts on finding funds for the completion of next stages for Circus rehabilitation are being taken on, but no concrete information is available at the moment.

Question 10: What happens if the volume of, for example, concrete will be increased or decreased due to new findings during the rehabilitation process? How we can deal with such changes?

Answer: Please provide the price per unit in respective BOQ lines and keep the same volumes while preparing your bid. This is very important, as the values will be used for comparison of offers and if the volumes are not kept as required, there might be ground for disqualification. If the volume will change during the project implementation, the contract will be amended to reflect the changes. It shall be noted that the price per unit will not change, only the volume.

Question 11: Does the BOQ stipulate artificial marble? Is the requirement related to natural marble or artificial marble, can we propose artificial stone?

Answer: If this refers to the pillars, covered by marble from the inside of the Circus, they are made of natural marble and shall be covered with such material, using the respective chromatic solutions.

Question 12: Why are there three identical formats for KOS files? Does the estimate have to be presented in the same way as in the KOS three times or as per specifications?

Answer: The specifications are made up of four local specifications (2-1-1 Resistance ... 2-1-4 Electricity) which, for easier compilation, were presented in the format of the software most often used for calculating specifications in the Republic of Moldova. Therefore, each of the four specifications was saved in KOS format and is corresponding to the Winsmeta 15 extension, in N9.KOS format - corresponding to the Winsmeta Neo 9 extension, in WB2K.KOS format - corresponding to the Winsmeta 2000 extension. This way the estimator will only use the format that corresponds to the software he owns, and as a result he will deliver the F7, F3, F5 forms of the local estimates that you will submit as a financial offer.

Question 13: Does the bid have to be submitted in English or only in Romanian?

Answer: According to the provisions of the tender documentation, the language of submission of the bids will be English. Only for the financial offer (local estimates containing forms F7, F5, F3) exception to the rule is accepted and they can be submitted in Romanian, according to the information in the extensions mentioned above.

Question 14: In some of the items of the specifications according to the regulations, water and electricity are included, should the bids include the price for these resources only in the specified items, or a separate budget will be foreseen by the Beneficiary for this objective? Could you please explain us what the calculation methodology would be, and how we can include these resources in the offer for the execution of all the works on the site, not only for specific items that are foreseen by the regulations.

Answer: When drafting the financial offer, the bidder must consider all the expenses related to the process of carrying out the works foreseen for the first stage of the Capital Repair of Block A of the Circus in Chisinau. Thus, each bidder will make its own calculations of the expenses for electricity and water consumption and their cost will be listed in a supplementary line in the Price schedule form F, after the cost of local estimates 2-1-1002-1-4 as costs adjacent to the implementation process.