

## Responses to Clarifications no. 1

### to Request for Proposal RFP/BLR/Green Cities/384/2018 for the implementation of works and supply of the equipment for the street lighting modernization in Novogrudok

1. **Question:** Can a dealer's certificate issued by the manufacturer of the equipment to the company serve as a document certifying the right to supply and install equipment, or is a different document from the manufacturer required?

**Answer:** If a bidder is not the manufacturer of the equipment, they must present an official appointment to act as an agent on behalf of the manufacturer or a power of attorney. A dealer's certificate issued to the bidder is considered equal to an official appointment to act as an agent on behalf of the manufacturer. The right to perform installation works is determined by the availability with the company of a certificate of compliance for the performance of the functions of a prime contractor, Category 3 or higher, and other documents, indicated in paragraph 12 of Section 5A Terms of Reference of Request for Proposal No. RFP/BLR/Green Cities/384/2018, certifying in accordance with the current laws of the Republic of Belarus the right of the bidder or their subcontractors to perform installation works.

2. **Question:** What organization has the future site for the performance of works on its books?

**Answer:** The sites for the performance of works along with the light poles installed there and land plots for the installation of control cabinets are on the books of Novogrudok RUE "Housing & Utilities".

3. **Question:** Is the approximate term of the performance of works according to Request for Proposal of 200 days from the signing of the contract final and not subject to increasing? With that, in the Request for Proposal in the breakdown of the total period by types of works and work duration it sums up to 220 days from the signing of the contract.

Will an extended period of works in the proposal serve as grounds for bid rejection?

**Answer:** This requirement is specified and included in Amendment no. 1 to Request for Proposal RFP/BLR/Green Cities/384/2018.

The maximum expected duration of contract including the period of the performance of works and payment period according to Amendment no. 1 to Request for Proposal RFP/BLR/Green Cities/384/2018 is 250 days.

The bidder should prepare a proposal and a timetable for the work, taking into account the maximum expected duration of the contract, specified in the Request for Proposal.

The bidder has the right to offer more precise terms for the execution of works on the stages that may differ from those stated in the Request for Proposal, however, the total duration of work for all stages should not exceed 220 days:

1. Development of design specifications and estimates (hereinafter DSE), DSE clearance and approval by relevant authorities. Obtaining a positive opinion of Gosstroyexpertiza on the DSE. *Within 120 days of signing the contract.*
2. Supply of equipment, materials and software for street lighting control. *Within 180 days of signing the contract.*
3. Performance of construction and installation works. *Within 180 days of signing the contract.*
4. Pre-commissioning of equipment. *Within 10 days of the supply of the equipment*
5. End-user training. *Within 10 days of the supply of the equipment*
6. Commissioning of the facility and its transfer to UNDP. *Within 20 days of the pre-commissioning of the equipment*
7. Transfer of the facility in cooperation with UNDP to the Novogrudok RUE "Housing & Utilities". *Within 10 days of the commissioning of the facility and its transfer to UNDP.*

Thus, the period of the performance of all works provided for in the Terms of Reference is 220 days after the signing of the contract. This period is set following a preliminary study of the timeframe for the performance of similar works / supply of equipment by Belarusian companies with due regard for the time potentially required to obtain the necessary certificates of conformity of the Customs Union and other permits for the equipment by the bidders who are not residents of Belarus.

Exceeding the overall period of the performance of works in the proposal is not allowed and will be deemed as non-compliance with the Request for Proposal.

4. **Question:** When submitting the proposal, bidders are to complete all the forms attached to the Request for Proposal and attach supporting documents (certificates, accounting balance sheets, etc.). As the proposal is to be submitted in English, should all these supporting documents be translated into English too?

**Answer:** According to Amendment no. 1 to Request for Proposals RFP/BLR/Green Cities/384/2018, the languages of the proposal are English and Russian. If specifications, catalogues, catalogue sheets, certificates, certifications etc., are available in the English language, these are to be submitted in English.

5. **Question:** The Request for Proposal contains a paragraph according to which bidders are to indicate prospective long-term profitability: current liquidity ratio must not be less than 1.0. With that, financial accounts are required for the last three years. Does it mean that UNDP will assess liquidity ratio for the year 2017 (as of 01.01.2018), or the current accounting balance sheet with the current liquidity ratio should be attached?

**Answer:** UNDP will assess the liquidity ratio for the years 2017 (as of 01.01.2018), 2016 (as of 01.01.2017) and 2015 (as of 01.01.2016). Thus, financial accounts are required for 2015-2017.

6. **Question:** When submitting a proposal for the performance of works with several organizations involved, is it mandatory to establish a consortium and attach a notarized consortium agreement or will an agreement of intent for the performance of works with a subcontractor suffice?

**Answer:** In the event of employing a subcontractor(s) for the performance of individual works, establishing a consortium is not mandatory.

In the case of awarding a contract to a company that performs part of the work through subcontractors, the contract is concluded with the parent company on whose behalf the offer is submitted. The tender participant undertakes to recruit only those organizations that were declared in the tender proposal for the performance of subcontract works:

The bidder must submit Form C “Joint Venture/Consortium/Association Information Form” duly signed by the subcontractor(s) with attached copy(ies) of agreement(s) with the subcontractor(s) and copy(ies) of special permits (certificates) and clearances issued to the subcontractor(s) and required to perform certain types of works.

7. **Question:** On the schematic layout of lighting towers of the RUE “Novogrudok Housing & Utilities” (400 light points) there are towers highlighted in red, which are not used currently. Will they be used for the installation of luminaires, and will they be connected to the main by a cable?

**Answer:** The lighting towers highlighted in red on the Schematic layout in Annex 2 to the Terms of Reference are in working condition. The cable has been laid to the places of the installation of the luminaires to be procured and is ready to be connected. The towers highlighted in red are also planned for the installation of the luminaires to be procured.

8. **Question:** The Request for Proposal provides for a Performance Security in the amount of 10 per cent of the contract amount. What time period should such bank guarantee cover - the period of the performance of works under the contract or the period of the performance of works and the period of warranty service and maintenance support?

**Answer:** The Performance Security is provided by the Contractor to UNDP for the period of the performance of works under the contract and is returned after the commissioning of the facility.

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