



**Minutes of the Pre-Bidding Meeting
for ItB20/02095
EU4MD/Construction of a part of public sewerage system in Ungheni
municipality**

12 August 2020, 15:00
(Zoom Meeting ID: 976 1871 1933)

Agenda:

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

I. Presentation and description of procedures

The Pre-bidding conference was opened by *Liliana CATEROV*, Procurement Coordinator, EU4MD Programme, who welcomed the participants, introduced the members of UNDP team present at the meeting and made an overall presentation of the tender's conditions and requirements.

Ms. Caterov encouraged potential Bidders to fully comply with the ItB requirements and underlined that it is better to present only the required documents instead of presenting irrelevant documents. 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 90 days;
- Bid Security is required for this tender in the amount of US\$ 4200 (or it's equivalent in local currency at UNORE August: 1 US\$ = 16.63 MDL). Bidders were required to use the Bid Security template provided in the solicitation document;
- the further contract will include a clause referring to penalties in case of delays which equals with 1 % of the total contract value for every week of delay up to maximum 10% deduction, after which UNDP may terminate the contract;
- the Performance Security will be required from the selected Contractor prior contract signature in the value of 5% of the contract amount in the form of a Bank Guarantee as per template presented in Form H of the solicitation document. This Guarantee will be returned to the contractor after expiration of the Defect Liability Period (which equals with 12 months since substantial completion of works proved by the signed Preliminary Commissioning Report);
- the duration of further contract is estimated at a total of 24 months starting its signature by both parties, so as to cover the defect liability period (which equals with 12 months since substantial completion of works – which in local terms is reflected in signing the Preliminary Commissioning Report);

- Bidder must be a legally registered entity, with at least 5 years 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*. Please, note that CVs of the key personnel shall be signed individually by the concerned person, not by the bidder or its legal representative. Also, bidders were required to pay attention to the implementation timeframe submitted as part of their bid, as this must reflect the real capacity of the company to undertake works for this particular site, but shall not exceed the required timeframe, otherwise they will be disqualified;
- Preferred currency for the financial offer is United States Dollars (US\$). Also, this will be the currency the further contract will be signed in, while payments will be made at UN operational rate of exchange on the day of effective payment. It was underlined that bids must be VAT exclusive (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 exemption for the services/goods provided under this contract.
- Referring to the online submission via e-tendering platform, bidders were encouraged to strictly follow the video guides published in Russian, which link is published in the tender announcement (<https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>). In case, after registering into the e-tendering system bidders encounter log-in problems, as recommended in the video instruction, browser history and cookies must be cleared before the second attempt. In case problems in accessing some system buttons are encountered, bidders may try using another Internet browser/s. The Atlas e-Tendering System is designed for Internet Explorer browser. In case bidder is not registered in the system, they 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 posting bid unless registered.

Mr. Vitalie VIERU added some notes with regard to the main objective of the tender. He mentioned that EU4MD Programme is looking for a company that will be able to undertake proposed works in due time and in accordance with the announced technical documentation, as well as compliance with the quality standards listed in *Section 5 Schedule of Requirements and Bill of Quantities* of the solicitation document. He underlined that at any time during the solicitation bidders may undertake visits on site, if this will help them to prepare a more responsive bid, and that contact details of the focal person on site are also provided in *Section 5*.

II. Questions and Answers

During the pre-bidding conference, the following questions were raised:

Question 1: What is the expected duration of works?

Answer: As detailed in the in *Section 5 Schedule of Requirements and Bill of Quantities* of the solicitation document, envisaged works must conclude "within a deadline not exceeding 90 calendar days".

Question 2: Are the Preliminary Commissioning Reports (Procese Verbale de receptie la terminarea lucrarilor) accepted as prove of similar experience?

Answer: As indicated in *Section 4 Evaluation Criteria* of the ITB document *"Only Final Commissioning Reports may prove successful completion of works"*. When asked why presenting Final Commissioning Report may be an issue, bidder informed about the warranty period which not passed for the latest sites and thus final commissioning was not organized so far (condition required by some donors). In this case, considering that the requirement for similar experience gives a possibility to present two sites that were successfully finalized within the last 5 years (in a value not less than 200,000 US\$ per each construction site) than presenting the Final Commissioning report might not be an issue.