

**Minutes of the Pre-Bidding Conference for
ITB20/02152: Reconstruction works for the modernization of the Swimming Center
within the "Dinamo Central Sport Club" (Stage III)**

**October 28, 2020, 10:00 am
Online ZOOM Meeting**

Ref. no: ITB20/02152

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. Denis Suschevici, UNDP Moldova Country Office Procurement Analyst, Ms. Liuba Livadari, Project Associate, 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 Dinamo Swimming Center within the Project "Strengthening capacities of the Ministry of Internal Affairs and its internal subdivisions for the effective implementation of the sector reform agenda" (MIA Project). He explained that, as described in the ITB Section 5a: Schedule of Requirements and Technical Specifications, the presented BoQs refer to the Stage III of the modernization process.

Mr. Albu and Mr. Suschevici 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.
- **A Bid Security** is required in the amount of **USD 10,000**. For a bid security provided in MDL, please be guided by the UN Official Rate of Exchange (UNORE) as per the official link <https://treasury.un.org/operationalrates/OperationalRates.php> (on November 5, 1 USD = 16.95 MDL). Kindly note that UNORE is different from the official rate of the National Bank of Moldova, and is usually updated each month, rarely twice a month). Besides the scan uploaded in e-tendering, **the original Bid Security should be brought to UNDP within 2 days upon deadline closure. The validity of the bid security should be valid 30 after the expiration of bid validity: 120 calendar days required bid validity + 30 calendar days = 150 calendar days (FORM G of the Returnable bidding forms).**
- **Offers must be submitted in USD (VAT Exclusive).** Contracts will be also concluded in US Dollars, but **payments will be made in MDL to local companies, using the UNORE valid on the day of payment.** Thus, companies are encouraged to make adequate estimations to cover currency exchange rate risks by the end of the contract.
- **Bidders are encouraged to submit their offers in English, though Romanian or Russian, are also accepted.**

- **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-nt-notice/resources/>.
- **A performance security is mandatory for the winning company** as a condition of contract validity.
- **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.

Further, Mr. Albu described the current situation at Dinamo CSC's and explained that the **civil works that will be contracted via this ITB are a continuation of the modernization process started in 2017 and refers to Stage III**. The Project Manager highlighted that the **bidders should be guided by the BoQs when preparing their offers**. To help bidders prepare their financial offers and avoid technical errors, KOS-cods for BoQs have been additionally published.

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:

Question 1: *How will the Performance Security be applied (successive deductions at each payment or bank guarantee) and when it will be released?*

Answer: The Performance Security is required in form of Bank guarantee as per FORM H. It should be valid "30 days from the date of issue by UNDP of a certificate of satisfactory performance and full completion of services by the Contractor". Thus, here we should consider the period of works execution, the issue of the certificate of substantial completion of works, the defects liability period (12 months) and the Final commissioning + 30 calendar days. As soon as the final commissioning is completed (it could be earlier than 12 months from the preliminary commissioning), the bank guarantee is released.

Question 1: *With reference to the 5-year warranty for equipment, how can we offer a warranty for equipment for a period longer than manufacturer's warranty? To cover potential risks, the bidder will*

offer a higher price for this equipment which may lead to confusions in the process of evaluation of offers against market prices from websites where the warranty is usually 1 year.

Answer: Requiring a 5-year warranty, we expect high quality equipment that will serve a reasonable period of time (as required by our beneficiary). Such warranty is necessary for equipment with high value in order to ensure the further sustainability of the modernized Swimming Centre. The evaluation of offers is made not only by comparing them against estimates/average market prices, but also by comparing offers between them.