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**Minutes of the Pre-Bidding Meeting
for ITB 21/02401
EU CBM: Rehabilitation of the main arena of Chisinau Circus
(First phase): Construction works**

as of 02 December 2021, 11:00,

Online via Zoom platform

<https://undp.zoom.us/j/81392032869?pwd=VTNlbGZ1NVRXbjdRaHYzMW45Y1NkUT09>

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:

- The bidders proposals shall be valid for a period not less than 120 days;
- A Bid Security (in the amount of USD 15,000) 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 12 months;

- A Performance Security in value of 10% of the contract 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 December 22, 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 and other licenses valid in the country of origin of the company;
- 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, 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-notice/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.

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 at Circus. He mentioned that the preliminary date for the field visit is scheduled for the 3rd December 2021 and that interested companies shall notify the contact person in writing about intention to participate in this visit

with at least a few days in advance. Still, those who would like to join the meeting on the site are free to follow the meeting procedures and come to visit and to ask questions. He also described the technical documents, including BOQs, Technical Design, TOR etc

II. Questions and Answers

Question 1: Why was the previous ITB21/02329 related to the Rehabilitation of the main arena of Chisinau Circus cancelled?

Answer: The previous ITB was cancelled due to the budgetary constraints. In view of these constraints, a decision to divide the works included in the previous ITB into two parts and advertise accordingly in two ITBs: one for construction works and one for the vitrains was taken.

Question 2: What is the difference between the previously cancelled ITB21/02329 and the new one ITB21/02401?

Answer: The new ITB21/02401 refers to construction works only.

Question 3: The technical drawings attached to the solicitation documents are in Romanian although the file name is in English. In the previously cancelled ITB21/02329, they were in Romanian and English. Could we obtain the technical drawings in English or at least with the abbreviations in English so we understand them clearly?

Answer: The technical drawings were produced in Romanian, as under the Moldovan legislation, only drawings in Romanian can be legally verified and accepted for construction activities. The technical drawings attached (Romanian version) are the ones coordinated and endorsed by corresponding authorities and therefore shall be used by your locally certified estimator to draft the BOQs. The unofficial English translation of the technical drawings with abbreviations and translation of main terms shall be made available for use as part of the ITB documents. However, in case of discrepancies, the Romanian version shall prevail.

Question 4: Will the winner of the tender pay insurance payments of 2.5%?

Answer: No. The 2.5% is a penalty fee for delay (liquidated damages) and is related to circumstances when the company doesn't complete the works in 12 months under normal conditions. In the case the works are not completed within 12 months, 2.5% of the total contract amount will be deducted out of the final invoice for each week of delay. Once the total amount of liquidated damages is equal to 10% of the total contract amount, UNDP may terminate the contract.

Question 5: Are one foreman in construction and one in electrical works the only Key personnel that is required?

Answer: Yes, the key personnel lists at least one foreman in construction and one foreman in electrical works. For these two positions one must provide CVs and copies of valid certificates.

Question 6: Shall the foreman in construction and the one in electrical works be always on site, in Moldova?

Answer: Yes, it is required that these two positions are permanently on site, as they have to coordinate the construction works and to mitigate any risks that may appear during the rehabilitation works.