
**Minutes of the Pre-Bidding Meeting
for ITB22/02417
EU4MD/ Major Repair works of Nuferilor Street from Slobozia Mare
Village, Cahul Rayon**

as of 27 January 2022, 10:00,

Online via Zoom platform

<https://undp.zoom.us/j/86206008808?pwd=aWJhMzg4b3VldDJKRlVfd2dINHVPQT09>

Agenda:

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

I. Presentation and description of procedures

The Pre-bidding conference was opened by *Mrs Victoria Josan, Procurement Assistant EU4Moldova Programme*, who welcomed the participants and introduced the members of UNDP team present at the meeting.

She made an overall presentation of the tender's conditions and requirements, specifically focusing on Sections 3, 4 and 6 of the solicitation documents. While *Mr Vitalie Vieru, Project Officer/Infrastructure, EU4Moldova Programme*, made a presentation of Section 5. Scope of Works.

The **Section 3: Bid Data Sheet** conditions were highlighted as follows:

- The bid must be presented in English language, apart from documents that are issued or approved by the national authorities (e.g. Certificate of Business Registration, Financial Balance Sheets etc.);
- Incomplete bids or bids for parts of works are not accepted. The bid must be submitted for all the works required by the ITB. In case a bidder lacks experience for part of works, they may consider creating a consortium/association or subcontracting a specialized company for specific works. Bidders must ensure that the ***limit for subcontracting is 30% out of the total bid price. If this limit will be exceeded, UNDP may reject the bid;***
- On 1 February 2022, 11:00 – 16:00 (Moldova time / GMT+2), interested bidders are encouraged to visit the site, so as to be able prepare a complete and reliable all-inclusive bid;

- The bids must be valid for a period not shorter than 90 days. This is the period UNDP is obliged to take a decision and inform the bidders on the tender results. Bidders were encouraged to keep patience until an e-mail informing on the tender results will be sent;
- Bidding under this tender does not require submitting a Bid Security.
- Performance Security is required in the amount of 10% of the contract amount (The template for Performance Security is presented in Section 6, FORM H: Form for Performance Security). Performance Security shall be provided by the selected bidder within (7) days upon issuance of letter of intent/contract and before issuance of the notice to proceed.
- Bids and priced BoQs must be submitted in US Dollars. Also, this will be the currency of the contract, the performance and maintenance securities;
- Referring to the **online submission via e-tendering platform**, please, pay attention to the video guides, that are available below the announcement. In case your browser does not visualize the videos below announcement, the links to video-instruction are also presented in the announcement. 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, try first clearing the browser history and cookies, and then try to log in again. If the problem persist, please write to victoria.josan@undp.org and we will try to solve the issue. In case there will be need to contact system administrators, Mrs Josan will do so on bidder's behalf.

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.

- All the clarifications must be submitted not later than 5 days before the tender deadline. In case your questions will be considered relevant for other bidders, the questions, with their respective answers (without disclosing the source of questions) may be published for the use by other bidders. By this the "Fairness, integrity and transparency" procurement principle is respected – all the bidders have access to the same information;
- In case of any updates, amendments or deadline extension the information will be made public on eTendering and websites: <https://sc.undp.md/viewtenders2/> , <http://procurement-notices.undp.org/> , <https://www.ungm.org/Public/Notice>

Referring to **Section 4. Evaluation Criteria**, Victoria Josan underlined that this section reflects the ELIGIBILITY and QUALIFICATION requirements to be met by the bidders. Mrs Josan highlighted only several of them:

- Minimum 5 (five) years of experience in Road construction (Roads and airstrips; Bridges) contracts as Lead Company. *(For JV/Consortium/Association, Lead Company should meet requirement).*
- Minimum 3 (three) finalized contracts implemented over the last 5 (five) years in a cumulative value of USD 600,000 (six hundred thousand) equivalent in the field of construction and landscaping works. The value of at least 1 contract shall not be less than USD 200,000 equivalent. *(For JV/Consortium/Association, Lead Company should meet requirement).*
- Minimum average annual turnover of USD 400,000 equivalent for the last 3 years. *(For JV/Consortium/Association, Lead Company should meet requirement).*
- The minimum key personnel is mandatory:
 - one (1) certified foreman in the field of "Road construction: a) Roads and airstrips; b) Bridges"For the key personnel the respective CV (as per template in Section 6, Form E) and professional attestation certificates, valid at the date of bid submission must be presented.
- Bidders must demonstrate their capacities to implement and commission all the works within the proposed timeframe.

Section 5a: Scope of Works was presented by Mr Vitalie Vieru, the Project Officer/Infrastructure, EU4Moldova Programme, who acknowledged that:

The content of works related to "**Major repairs of Nuferilor Street from Slobozia Mare village, Cahul rayon**" envisages the following types of works:

- Performing earthworks
- Executing the road system with the mechanical laying of the vibro-cylinder concrete layer
- Executing the sidewalks with asphalt concrete pavement
- Executing the entries in the yards of individual houses
- Organizing rainwater runoff by consolidating the ditches with monolithic concrete
- Repairing the bridge
- Installing road safety signs

The Contractor shall provide proof of its experience and endowment with mechanism necessary for performing road construction works, using the technology of mechanical laying of vibro-cylinder concrete in line with the Practical Code CP D.02.01-2012 "Guideline on building foundations and paving made of vibro-cylinder concrete". The site supervisor, who will manage the execution of works on the site, should be certified in the area of "Road construction: a) roads and aviation runways; b) bridges". The respective certification should be valid for the entire period of works' execution, as stated in the tender specifications.

The contract will cover the following activities:

- *procuring and delivering to the site the materials and services, which are necessary for successful execution of works;*
- *preparing the site for materials' storage and works' execution;*
- *construction works and territory landscaping;*
- *launch into operation of performed constructions works and carrying out performance tests.*

All the volumes are indicated in the BoQs attached to the ITB.

Section 5b was further presented by Mrs Josan, who pointed out the followings:

- The contract is based on unit price, and the final price of the Contract will be determined on the basis of actual quantities of work and materials utilized in the complete and satisfactory performance of the Works. Satisfactory certification will be issued by the Engineer and the unit prices contained in the Contractor's financial proposal.
- **Bidders shall quote reasonable bid prices with an acceptable margin of deviation in comparison to the local market prices at the time of bids preparation. In case of unbalances pricing (i.e. despite an acceptable total evaluated price, the price of one of more BoQ line items is significantly over- or under-priced), UNDP have the right to reject the unbalanced bid if it determines that the lack of balance does pose an unacceptable risk to UNDP).**
- With regard to Final Completion of works and validity of Performance Security - UNDP will issue a certificate of final completion of works upon expiration of the Defects Liability Period. This period lasts 12 months and starts on the date the Certificate of Substantial Completion is issued by the UNDP Engineer.
- Bidders are encouraged to follow the template provided in the solicitation documents when presenting CV of the key personnel listed under Section 4. Evaluation Criteria. Please, ensure that the CV reflects not only incumbent's qualifications and experience, but also provides names and contact details of at least 2 reference persons. UNDP reserves the right to contact those persons into the purpose of due diligence exercise. Please, pay attention to the fact that CV's must be signed only by the referred persons and not bidder's director or administrator.
- **Form F** together with the priced BoQs will form Bidder's Financial Proposal. Both must be calculated in US dollars currency. According to contract provisions, **the unit prices are fixed and are not subject to any variation whatsoever** (currency fluctuation, increase of market prices, increase of any taxes etc.), that is why bidders are encouraged to rethink and include all the costs associated with any risks for the implementation of this contract. In case of deviations between unit prices submitted in the bid and those reported after works completion, UNDP will

not accept such deviations and may terminate the contract immediately. When calculating prices in US\$, Bidders may use the exchange rate they think will cover all the costs associated with the contract implementation. **Bidders must not necessarily use the UN operational rate of exchange** (to check the UN operational rate of exchange (changes monthly), please, follow the link <https://treasury.un.org/operationalrates/OperationalRates.php>), **however, in this case, they must ensure that Form F clearly indicates the used exchange rate.**

Also, pay attention to the fact 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. At the same time, in case there are any imports envisaged under this contract, the supplier will bear the responsibility for customs clearance, however, within 24 hours period from written notification, UNDP will issue a letter confirming tax free and VAT 0% application for the imported goods.

- **Forms H and I** are templates for Performance and Advance Payment Securities (Bank Guarantees). **Bidders are required to strictly follow these templates and do not allow banks to operate modifications in the text.**

II. Questions and answers

Question 1: In order to carry out the work of laying the road pavement made of vibro-cylinder cement, it is necessary to use a special technique. Please advise the road width.

Answer 1: The width of the projected road is 5.5 meters, 2 lanes. This size allows the use of the special technique of laying vibro-cylindrical cement.

Question 2: Bidders are required to strictly follow the Securities (Bank Guarantees) templates from the solicitation documents and do not allow banks to operate modifications in the text. But some banks have already agreed templates by National Bank of Moldova and the text is not strictly the same as the one requested by UNDP. What to do?

Answer 2: At the moment of drafting the document template, please attach the document to the e-mail message and write to victoria.josan@undp.org and UNDP Moldova will revise the document, if it is corresponding to UNDP standards and requirements, and will advise correspondingly on further actions.