

**Pre-bidding Conference Minutes**  
**On the ITB: Reconstruction works for the Training Center of the Department of Penitentiary Institutions (DPI) in Goeni village, Chisinau municipality**

6 April 2010 at 12:00  
UN Conference Room

**Agenda of the day:**

1. Short introduction on ITB purpose
2. Qs & As

**1. SHORT INTRODUCTION ON ITB PURPOSE**

Purpose: - selection of one company to provide the Reconstruction works for the Training Center of the Department of Penitentiary Institutions (DPI) in Goeni village, Chisinau municipality, in accordance with Schedule of Requirements and Price Schedule;  
- main goal is to reconstruct the Training Center of the Department of Penitentiary Institutions.

**2. Qs & As**

*Question: What are the necessary documents that are to be presented in order to be eligible for competition ?*

Answer: The Bid must comprise the following documents:

- (a) Bid Submission form;
- (b) Price Schedule completed in accordance with the Annexes V, VI and VIII and clause 11 of Instructions to Bidders;
- (c) documentary evidence established in accordance with clause 9 of Instructions to Bidders that the Bidder is eligible to and is qualified to perform the contract if its Bid is accepted;
- (d) documentary evidence established in accordance with clause 10 of Instructions to Bidders that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the Bidding Documents.

The eligibility criteria are clearly stated in Annex V, which are:

- (a) Construction companies;
- (b) Minimum 3 years of experience;
- (c) Availability of Licence for construction activities;
- (d) Availability of lists of personnel, specialized equipment;
- (e) Post reconstruction warranty at least 12 (twelve) months;
- (f) Delivery works not to exceed 90 working days.
- (g) Proof of implemented projects in value of minimum 1 500 000 MDL within the last one year of activity
- (h) Two recommendation Letters or at least contacts of two companies or organisations that benefited of your services.

*Question: Is it compulsory to submit both Annex VIII and IX or it will be to present only Cost summary from annex IX ?*

Answer: Any competitor, in accordance with the ITB procedures, will be automatically disqualified for not submitting the complete set of document requested. The Bill of quantities is also obligatory.

*Question: What are the documents that have to submit in English?*

Answer: Only Annex VII. The other documents can be elaborated in Romanian.

*Question: Are there any tax exemption? Should the price offer include the VAT?*

Answer: UNDP is offering technical support to the government and is granted via Governmental Decision with 0% VAT. So are the sub-contractors that are delivering goods or services in the framework of UNDP activity. The price offer of the bidders should not include VAT. Additionally, UNDP will provide all the necessary documents confirming the tax exemption to the winner of the bidding for this particular service.

*Question: Are the technical drawings accessible for the bidders? Dose the project has the electronic version of the drawings?*

Answer: The drawings are only in hard copy and can be consulted at the project office.

*Question: Is there any possibility to organize a site visit of the object to be reconstructed.*

Answer: Yes (the site visit was organized on 8 April 2010)