

## Clarification Questions and Answers received as of 22/02/2011:

**Q1:** Какой нормативный акт регламентирует проведение данного тендера?

**Q1:** Under which regulation is this tender conducted?

**A1:** This tender is organized according to UNDP rules and regulations and the whole tender process is governed by the published ITB 11/00299 and its Annexes.

**Q2:** Price schedule: необходимо ли включать стоимость аренды парковочных мест в итоговую стоимость предложения? Либо корректнее указать данные расходы отдельной строкой?

**Q2:** Price schedule: is it necessary to include the cost of parking spaces' renting in the total cost of the proposal? Or should it be specified as a separate line?

**A2:** It is better to indicate the fee for parking lots' renting in separate line.

**Q3:** Документы могут быть поданы только в электронной форме?

**Q3:** Shall documents be submitted only in electronic form?

**A3:** Bids can be submitted either in hard copy or electronically.

a) Documents/bids in hard copy need to be addressed to:

**UNDP Moldova,**

**131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova**

**Attention: Registry Office/Procurement**

b) Bids sent electronically need to be addressed to the following e-mail address:

[tenders-Moldova@undp.org](mailto:tenders-Moldova@undp.org)

Please, follow the special instructions related to electronic submission of offers described in the solicitation documents.

Messages should not exceed 5 MB in size. Offers larger than 5 MB should be split into several messages and each message subject should indicate "part x of y" besides the marking mentioned in the announcement and the solicitation documents. All electronic submissions are confirmed by an automatic reply from [tenders-Moldova@undp.org](mailto:tenders-Moldova@undp.org).

If you do not receive a confirmation by email, please, contact UNDP Moldova Registry Office by phone +373-22-220045. Offers received after the deadline shall be rejected.

**Q4:** Срок действия предложения - 90 дней. Де факто, как быстро может быть принято решение о выборе арендодателя?

**Q4:** Proposal validity - 90 days. In fact, how quickly will the decision on the choice of the landlord be taken?

**A4:** This 90 days period is needed to cover the whole process of evaluation and contract approval by relevant local and regional UNDP procurement review bodies.

**Q5:** Кроме основных форм тендера к заполнению, какие документы должны быть приложены?

Возможно, это техническая документация- уточните пожалуйста.

**Q5:** Which documents should be attached in addition to the tender basic forms? Perhaps it is the technical documentation as well, please specify.

**A5:** All the necessary documents that should be submitted are listed in the points 8, 9 and 10 of the Annex 1 of the ITB (Instructions to Bidders). Also, the Bidders might submit any other document that they consider important in support to their applications.

**Q6:** The 90 days begin from the announcing the winner or from the moment of Bid application?

**A6:** Bids shall remain valid for 90 (ninety) days after the date of deadline (03 March 2011).

**Q7:** Please define your definition of - Bid security.

**A7:** As per the ITB Instructions to Bidders (ANNEX 1 to the ITB), **Bid Security is NOT REQUIRED** (point 13, Annex 1) so, you should not provide any Bid Security for this Tender.