



## Pre-bidding Conference Minutes ITB13/00662

### Reconstruction of sport schools from Chircăiești village, Căușeni rayon and Criuleni town, and construction of the community market in Fârlădeni village

28 May 2013, 11:00

Conference Hall, Le Roi Building, third floor

#### Agenda:

1. Presentation and description of procedures
2. Questions and answers

#### 1. Presentation and description of procedures

The pre-bidding conference was opened by Mr. Viorel Albu, Project Manager, who introduced the team and came with an opening remark. The meeting continued with a presentation of the requirements to be met when submitting the files according to the forms from the Invitation to Bidding (ITB), provided by Radu Dusciac, Procurement Unit, UNDP Moldova Office. Attention was drawn to the main aspects of the bidding procedure, submission requirements and methodology, rules and regulations to be applied when submitting the bids. An explanation was provided regarding the financial offer format, which may be filled in and submitted in Romanian, Russian or English. Special attention was paid to point 26 "Required Documents that must be Submitted to Establish Qualification of Bidders" from the Data Sheet (Section 2). It was also mentioned that all the questions related to the bidding process may be sent to the address specified in the documents not later than 9 June 2013, which is ten days before the deadline of the competition.

#### 2. Questions and Answers

Questions asked within the pre-bidding conference:

- 1. Question:** *Is there any information about the maximum estimated cost for the reconstruction of the proposed objects and did it take into consideration the current change in prices on the construction market?*

**Answer:** The estimated cost of the project was calculated based on the current prices (the new coefficient for salary calculation), but this is a price just for internal use. All bidders are encouraged to present a competitive financial offer in line with the current realities on construction market.
- 2. Question:** *What is deadline for submitting the technical and financial bids?*

**Answer:** The deadline is 19 June 2013, 11:00 (Moldova local time). All bidders are encouraged to submit their bids before the specified deadline, as late bids shall not be accepted. The bids will be opened in the presence of the bidders' representatives at the address: 131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova, on 19 June 2013 at 12:00 (Moldova local time).
- 3. Question:** *Who should submit the performance guarantee of 10%, requested in the bidding documents?*

**Answer:** The performance guarantee of 10% shall be presented only by the winning company and only when signing the contract, and it will be kept for the entire period of contract. It will be returned within 30 days from the signature of the final acceptance document.
- 4. Question:** *What is the period of time between the signature of the works' acceptance minutes and the final acceptance of the object?*

**Answer:** If no major objections are made when accepting the works, the interval of time for the final

acceptance of the object is of 15 days.

5. **Question** *What is the minimum warranty period for the performed works?*  
Answer: The minimum warranty period for the performed works is 3 years, but the executor of works is welcome to offer a longer warranty for the specific works, or equipment, according to the legislation in force.
6. **Question** *Is there any advance paid before starting the repairing works?*  
Answer: Yes, it is envisaged an advance of maximum 20% of the contract amount at the beginning of the repairing works, but if the amount of the advance exceeds 30 thousand USD, the company will be obliged to submit an advance payment guarantee for the amount paid by UNDP in advance.
7. **Question** *For how long will UNDP keep the bank guarantee of 2% requested in the tender documentation?*  
Answer: According to the requirements the bank guarantee of 2% should be valid for 150 days from the deadline of the competition. These bank guarantees will be returned not later than this period of time, immediately after signing the contract with the winning company.
8. **Question** *What for shall the fee of 0.15% stipulated in the conditions for contract signature be incurred?*  
Answer: This fee constitutes the amount of liquidated damages imposed on the contractor for every day of delay in execution of works, caused by the contractor.
9. **Question** *If the company has objects executed previously, such as residence buildings with a similar volume of work, but fewer as units, can this company be qualified for executing the objects funded by your project?*  
Answer: The evaluation committee will accept a smaller number of objects in similar area than the minimum requested number, if their cumulative financial amount is not smaller than the cumulative financial amount of the minimum requested number of similar objects.
10. **Question** *Why was it requested for tender participants to submit a financial turnover not lower than 8,000,000 lei?*  
Answer: It is necessary for the winning companies to be able and to have potential to execute the works. The financial turnover represents one of the indicators serving as assurance for UNDP that all works will be successfully finished.
11. **Question** *When will the period for executing the works at every object start?*  
Answer: The start for executing the works at the object will begin no later than 5 days from the signature of the contract with the executor of works.
12. **Question** *What will happen in case of discrepancies between the technical documentation and the BoQ?*  
Answer: If such discrepancies are discovered, the contracted company will immediately inform UNDP Moldova in written form. UNDP Moldova will involve the project specialists to solve the emerged problems. The contracted company shall not execute any unplanned work until the final decision is taken and an additional agreement to the contract is signed.
13. **Question** *Will the winning company sign the contract with the grant beneficiary or UNDP?*  
Answer: The contract will be signed by UNDP Moldova.