



## **Pre-bidding Conference Minutes**

### **RFP for the provision of Technical Design of Infrastructural Projects LOT 1/ LOT 2 (RfP13/00689)**

**01 August 2013, 14:00**

**Le Roi Conference Room**

#### **Introduction:**

The Pre-bidding conference was opened by Mr. Viorel Albu, Project Manager of Community Empowerment Project, who presented the team and welcomed the participants.

The meeting continued with clarifications on administrative and procurement issues of the RfP, presented by Mr. Viorel Albu, who focused on the main administrative aspects of the Request for Proposal, submission requirements and methods, rules and regulations, to be applied in the process of evaluation.

Also, Mr. Albu underlined the documents required in Section 1: Letter of Invitation and the main aspects of Section 2: Instruction to Proposers to take in consideration while filling in the application forms and compiling the documents for applying to the tender. As well, was drawn the attention to Section 3: Terms of Reference (TOR) from the Request for Proposals the contact persons for each social infrastructural project are listed.

An important point which has been emphasized was that in case the Offeror applies for more than 1 (one) LOT, the technical and financial proposals shall be submitted per each LOT separately.

#### **Questions and Answers:**

**1. Should the offered prices per square meter, presented in the Financial Proposal, include the expenses for project supervision by author?**

**Response: Yes.** In accordance with the Section 3a "Schedule of Requirements and Technical Specifications" the price per square meter must include all costs for supervision by author. Also, the offered prices will include the total area to be designed for reconstruction including all inner and outer networks, required preliminary technical expertise, all internal and external works, land improvement works, cost estimate preparation, bill of quantities, costs of visits to the sites, coordination with local specialized institutions and other unexpected and related costs.