



**Pre-bidding Conference Minutes
ITB14/00888: Supply and installation of solar collectors
for domestic hot water within social institutions**

**17 October 2014, 11:00
Le Roi Conference Room**

Introduction:

The purpose of the Pre-bidding Conference for the ITB14/00888 launched on 09 October 2014 is to clarify some aspects related to the procurement procedures and clarify various technical aspects of the requirements.

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 was attended by 13 companies that expressed their interest to participate at the Pre-bidding conference.

The meeting continued with a detailed description of the ITB, highlighting the most important parts of the published document: Section 1: *Letter of Invitation* and Section 2: *Instruction to Bidders* that shall be taken into consideration while filling in the application forms and compiling the documents for applying to the tender.

It was underlined that the bidder shall submit a bid security as described in section 9 of the Bid Data Sheet and it should be valid for 150 days. Upon signature of contract, the winning bidder shall submit a performance security of 10% of the total amount of contract that shall be valid until the final reception of works.

A special attention was paid to the Section 32 of the Bid Data Sheet, which specifies all criteria for the Award and Evaluation of Bids. Bidders were notified about the importance of fulfilling the minimum requirements such as: minimum of three years of experience in similar contracts; current ratio of not less than 1.0; free after-sales technical support for at least one year; warranty on parts and services for a minimum period of three years etc.

Another point that was underlined is the submission of an appropriate timetable to project schedule that shall demonstrate the company's capacity to fully accomplish the works within the required timeframe. The company shall have sufficient human resources in order to cover simultaneously the works conducted on both banks of the Nistru River, ensuring themselves with the minimum number of leading specialists in engineering.

Questions and Answers:

1. Question: The tender document specifies that the Bidders shall submit their offer in Moldovan lei and it should be valid for a period of 120 days. What will be the contract amount in case during the evaluation of bids currency depreciation occurs?

Answer: The contract shall be awarded and concluded based on the bidder financial offer and no changes will be operated in the contract amount due to the currency fluctuation. Prior to bid submission the bidder should take into consideration the currency depreciation factor and make his offer accordingly. All prices shall be quoted in the Moldovan Lei. However, if any of the bids will be quoted in different currency, UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the UN operational rate of exchange on the last day of submission of Bid.

2. Question: Please specify what did you mean by the requirement # 26 of the Data Sheet „Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder“?

Answer: All the Bidders have to present in their offers the Tax Registration certificate and the certificate issued by the Internal Revenue Authority evidencing that the bidder has no debts to the state budget.

3. Question: In case it is necessary to import some technical equipment or transfer it from the right to the left bank of the Nistru River will UNDP facilitate the import and transfer?

Answer: UNDP will provide all the necessary support to the contracted company in the import/transfer of goods to the end user. In case of import of goods (equipment) UNDP will provide a VAT and customs exemption letter to the importing company based on the invoice and contract presented in advance. As concerns the transfer of equipment from the right to the left bank, UNDP will notify the relevant authorities through an official letter about the arrival of the equipment, thus, facilitating the goods transit through internal checkpoints. The official letter shall include the entire list of equipment with all its consumables.

4. Question: Please clarify what did you mean by the „Official Notice of State Inspection in Construction regarding absence of any infringements in the field“?

Answer: Normally the State Inspection in Construction is issuing to the construction companies a certificate which certifies that this company did not commit any infringements in the field and did not violate the construction rules and regulations.

5. Question: Which equipment needs the Manufacturer authorization?

Answer: The Manufacturer authorization should be presented for the most important components of equipment, such as: solar panel with voided tubes, boiler, circulation pump, solar circuit pumping group etc.

6. Question: Shall the solar collector be purchased from a specific manufacturer?

Answer: Although the specifications require a particular product of a specific brand name/model/country of origin, bidders may offer a substitute product that is equal in all respects to the specified product, meeting all its salient physical, functional and performance characteristics. Actually, the origin of the equipment does not matter as long as it meets all the technical requirements. All the equipment should have Solar Keymark Certification.

7. Question: If a delay in the delivery of equipment occurs (due to customs procedures), will it be possible to extend the deadline for accomplishment of all contract activities?

Answer: The contracted company should abide to all contract requirements, including the timeframe for execution of works.

8. Question: The BoQs include some wet works that will require favourable natural conditions for drying, taking into consideration that the contract will commence in November is it possible to replace these, with similar works?

Answer: The bid should include all the works specified in the BoQs, no deviations are allowed. Any alterations of the original text of the BoQs may lead to the rejection of the entire bid.

9. Question: Please clarify what did you mean by “Minimum of 3 (three) years of experience in similar contracts”? Did you mean experience in construction or solar collectors?

Answer: This means minimum 3 years of experience in solar collector projects.

10. Question: In case the contractor will require an advanced payment to be processed, is it necessary to provide a bank guarantee?

Answer: The bank guarantee is required only if the advance payment will exceed 20% of the price offer or will exceed the amount of USD 30,000.

11. Question: On what bases and when the payments are processed? At the purchase of the equipment or at the installation?

Answer: UNDP will apply a flexible approach. The payments will be done in instalments based on certification by UNDP that the services have been satisfactorily performed.

12. Question: Regarding the bank guarantee, is it mandatory for the bidder to present the UNDP template?

Answer: The UNDP bank guarantee template is mandatory.

13. Question: What should be the guarantee period for the equipment and manual labour?

Answer: The minimum warranty period as for the equipment and manual labour shall be 3 years.

14. Question: If the bidder doesn't meet the technical requirement of “Minimum 0,7 million USD annual turnover for the past year”, is this a disqualification criteria?

Answer: Yes, this is one of the bid evaluation criteria.

15. Question: The project documentation mentions the installation of a nonstandard expander; what is it and what purpose does it serve?

Answer: A nonstandard expander is a workpiece incorporated in a large diameter copper pipe on which a blind bushing is fitted that will provide support for automation equipment (e.g. thermal sensor).

16. Question: If technological inconsistencies appear during implementation that may affect the smooth running of the drain-back system, which is the procedure to be followed?

Answer: When implementing a project, inconsistencies may routinely appear between what needs to be actually done and the BoQs; in this case the Contractor should immediately notify UNDP in a written form, after which a commission will be created to elucidate these inconsistencies. If some inconsistencies will be confirmed, required technical and financial adjustments will be carried out.

17. Question: If inconsistencies are detected between the BoQs and the technical documentation when filling out the bid application, which one of them should be given precedence?

Answer: When preparing the bid and financial proposal, the BoQs provided in Annex 1 must be followed. At this stage, the technical documentation serves only as additional guidance for the bidders to better understand the requirements.

18. Question: If hot water consumption exceeds the system's capacity, which backup measures are foreseen and how will they work?

Answer: The calculations provided by the designing company foresee the estimated average consumption per each beneficiary institution. Also, the statistics for the peak hour water demand within

these institutions was taken into consideration. If the hot water consumption is higher than the installation capacity, then the electrical heater installed in the water tank will serve as a backup source, which can be controlled either automatically or manually.

19. The installation of a pressure pump is required for some projects. How will these pumps work if the water tanks are not provided?

Answer: There is a water tank in place at each social institution that needs such a pressure pump.