



Pre-proposal conference

Provision of professional design services and estimation of costs for construction of biomass heating systems and solar hot-water installations in 66 communities of Moldova

RFP15/01005
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Participants	
7 representatives of 7 prospective proposers	
UNDP Moldova	
1. Alexandru Ursul	MEBP Project Manager
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The purpose of the Pre-bidding Conference for the RFP15/01005 launched on 27 May 2015 is to clarify some aspects related to the procurement procedures and clarify various technical aspects of the requirements. The deadline for submission of the proposals is 25 June 2015, 16:30. The evaluation will be conducted in two stages (first technical and then financial) thus Technical and Financial Proposals must be submitted in separate envelopes.

In the first phase of MEBP (2011-2014) were installed 141 biomass based heating systems in Moldovan communities following a Design-Build procurement approach. As of December 2014 started the second phase of the project which is funded entirely by the European Union. In the second phase the project plans to install 80 biomass based heating systems, 21 of them will be additionally complemented with solar hot-water installations for provision of domestic hot water in selected kindergartens. However, for the installation of the heating systems the project will follow a Design-Bid-Build procurement approach. Following the announced procurement exercise UNDP plans to select the companies that will perform the design of the heating systems based on which UNDP will subsequently tender and select contractors to perform the construction/installation works.

It was specifically noted that the project plans to install only heating systems that are based either on solid biomass fuel or, on solid biomass fuel with solar hot-water installation as an add-on component, thus the financial proposals should be presented respectively following this principle. Solar hot-water installations as a stand-alone solution will not be installed.

The selected design companies will be expected to furnish complete designs that will be sufficient for UNDP to conduct the tenders for construction/installation works, as well as for the winning companies to perform the construction works. It was specifically underlined that the contractors will need to provide all the drawings in scanned PDF format besides the printed format, and that all the BOQs must be provided in a spreadsheet format, such as MS Excel.

Out of the total number of 80 heating installations, a number will be installed in the Transnistrian region of Moldova. At the current stage, UNDP is only looking for companies to

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execute the design of 66 heating systems excluding the Transnistrian region where the implementation will start at a later stage.

The requirements were split into three Lots based on the communities' location: Northern, Central and Southern regions of Moldova. Importantly though, the beneficiaries of the heating systems are unknown at the current stage and will only be identified as the project will progress with its implementation. Consequently, it is not possible to predict exactly which will be the site conditions in each of the beneficiary community and the actual volume of the designers' work, however it is estimated that all the heating systems will be similar in complexity with some minor variations.

It is expected that the beneficiary communities will be grouped by regions in groups consisting of 4-6 communities located in close proximity to each other. The maximum period in which the contractors will need to render complete designs for a group of communities shall not exceed 90 calendar days after the contractor was presented the Site Data and Design Conditions by the project with the corresponding instructions to initiate the designs.

It is estimated that the selected design companies will be required to undertake at least 4 site visits to each site. One visit will be made upon commencement of the design works to familiarize with site conditions, up to two visits - during the performance of construction works (author supervision) and, one final visit upon substantial completion of works to certify that all works are in accordance with the design documents. Proposers must therefore include in the financial proposals all costs related to the site visits.

On the human resources side, it was noted that a list of required staff is presented in section VII of the ToR. Yet, it was underlined that the companies that which to bid for more than one Lot must demonstrate availability of sufficient human resources by presenting a number of teams equal to the number of Lots for which a proposal is being submitted.

In the evaluation of Proposals, special attention will be paid to the description of the work approach and implementation plan for accomplishing the design works that must be based upon a generic description of a group of 5 sites following the structure described in the Section 2 of the Technical Proposal Form (Section 6). Additionally though, each proposer must submit a sample design for a heating system completed in the past (similar to those required by the Project), the quality of which will be assessed and scored by the evaluation team following the criteria specified in the bidding documents.

For assessing the previous work experience, the evaluation will only take into account the projects in which the output capacity of the boiler plants and heat distribution systems is higher than 50 kWth.

Questions and answers:

Q: Should the design companies also carry Author Supervision of works?

A: Yes, the design team will be required to visits the sites during the execution of works and to certify

Q: The ToR specify that each project needs to be verified by a certified verifier and also needs to be cleared by the national fire, sanitary and environment departments. This certification process may delay the delivery of designs beyond the 90 days. Would you consider prolonging the delivery timeframe?

A: The project as well as the beneficiary communities will support the contractors in obtaining the clearances. Nonetheless, the contractors will need to make use of their professionalism in order to succeed with the timely delivery of projects.

Q: Please explain what does a “heating system” mean as described in the ToR?

A: A heating system according to the scope of works, means the boiler plant and all the equipment and fittings up to the connection with the internal heat distribution system.

Q: In which way should the proposers reflect the price breakdown in their offers?

A: Offer should be presented in accordance with the Section 7 of the RFP, Financial Proposal Form. Offerors **are not allowed to modify the section A** (Cost Breakdown per Deliverables). However, section B is meant to give details on how the price of each deliverable is formed. This means that for each deliverable indicated in Section A of the Price Schedule should be provided a Breakdown per Cost Component following the table given in Section B. In this specific case there are 2 deliverables per Lot for which Proposers should provide 2 Cost Breakdown per Cost Component tables (section B) respectively. Yet, the format shown in Section B is suggested for use as a guide including some specific expenditures, which are indicate as an example only and may or may not be required or applicable. Consequently, **it is up to the Proposers to modify the Section B as it may be necessary** to better reflect the costs included in the overall price. Offerors are reminded that Deliverable No.2 is will be used only as an add-on cost to the first deliverable where it may be applicable.

Q: Who provides the schemes and diagrams of the existing buildings and heating installations?

A: The Project will provide all the existing drawings, schemes and diagrams to selected design companies after the signature of contract and prior to the commencement of design work.

Q: Foreign companies are allowed to participate in competition as part of consortia?

A: Yes, foreign companies are also allowed to participate in the competition.

Q: Referring to “Joint Ventures”- does it mean that only officially registered joint ventures or consortia are allowed to participate in the competition?

A: There is no strict requirement for the Joint Ventures to be officially registered. It is important that there is a partnership agreement between all the members of the joint venture with clear distribution of roles among them.

Q: What other forms documents should be submitted in case of consortia?

A: Besides the partnership agreement signed by all the member of a consortium, each member must also submit all documents specified in point 26 of the Data Sheet which establish the qualification of the Proposers. In addition, the Leader of the consortium needs to fill in the Proposer Information Form included in the Section 5 of the RFP, while all other members of the joint venture need to fill in the Joint Venture Partner Information Form, also included in section 5 of the RFP.

Q: Is it possible for a Proposer to apply for more than one Lot with only one team of specialists?

A: Yes, it is possible for a proposer to bid for more than one Lot with a single team of specialists but it will be considered for awarding only one Lot. In accordance with the RFP conditions, in such a case the award per lot shall also be subject to the following: award to a proposer first the lot where it may be the only one technically qualified; and then award next to this same proposer the lot for which it accumulated the highest cumulative score.

Answers to email queries:

Q: We kindly ask you to inform us about the reference budget and the expected man-month of the project to get an idea about the size of the project?

A: UNDP cannot disclose or suggest any information concerning the estimated budget or man-time workload. Each proposer should make its own estimates based on the information provided in the bidding documents and subsequent clarifications.

Q: Data Sheet/ No:28-Structure of the technical proposal: it has been requested to provide "Professional Certificates" for each expert. Could you please clarify what kind of certificate is requested? Is it a certificate given by a local authority and used for the approval of project designs?

A: This is referred to a certificate issued by the local authorities (for Moldova this is the Ministry of Construction and Regional Development), attesting the technical and professional qualification of a specialist in his/her field of design work specialization.

Q: Data Sheet/ No:28-Structure of the technical proposal: Could you please comment about license mentioned "Copy of License attesting the right to develop design for all categories of works specified in the TOR?", Is it a local certificate for an engineering company in Moldova? For an international company, it will be acceptable to provide a written declaration promising to get this certificate when awarded? Or would it be sufficient if we engage with a local company (Consortium member or subcontractor) having this certificate?

A: The license is referred to a document issued by the Moldovan Licensing Chamber, confirming the right of the company to carry designing/engineering activity for each compartment of works specified under the ToR. Companies are required to have this document available at the moment of Proposal Submission. A written declaration promising to obtain a license after the award does not constitute adequate substitution of the requirement. Foreign companies engaging into Joint Ventures with local companies that hold valid Licenses shall be accepted, but not as a subcontractor.