

**Minutes of the Pre-proposal Conference for ITB15/01143:
Repair works of 4 social infrastructure projects located on the Left Bank of
Nistru River (Transnistria region) - 2 LOTS**

27 October 2015, 15:00

Le Roi Business Centre, room 305

Agenda:

- I. Presentation and description of procedures
- II. Questions and answers

I. Presentation and description of procedures

The Pre-proposal conference was opened by Viorel ALBU, Manager of Social and Infrastructure Development Project, SCBM Programme, who welcomed the participants. He announced the working language of the session – Russian, and made a short presentation of the scope of the project, emphasizing its main objectives.

Further, Liliana Caterov, Procurement & Contracts Associate, SCBM Programme, went through the submission and procedures requirements as indicated in the ItB document, paying particular attention to the Data Sheet provisions presented in the **Instructions to Proposers** of this ItB. She also pointed out some of the important aspects like expectations, the selection criteria, rules and regulations to be applied in the process of evaluation. Liliana drew special attention to the fact that proposals shall be submitted in time, to the special address or e-mail set in Data Sheet of the ItB document, shall include all the documents required to establish eligibility of a company and shall meet all the requirements indicated in ItB document.

II. Questions and Answers

Question 1: Why the documentation is not presented in Russian?

Answer: According to UN rules, all the documentation is published in English, as this ItB is open not only for Russian or Romanian speakers, but also for any possible offerors from worldwide. However, the offers may be presented in one of the following 3 languages: Russian, Romanian or English (preferred).

Question 2: What kind of bank guarantee is required?

Answer: All the Offerors will have to present a Bid security guarantee (in an amount of 6,000 \$ for each LOT). This is a bank guarantee issued just for participation to the tender and should have a duration of 150 days since the deadline set for proposals submission. These guarantees will be returned to all the Offerors after completion of evaluation process. The winning company or consortium, at the moment of contract signature will have to present a Performance Security bank guarantee (in an amount of 10% of the contract amount).

Question 3: Could the bank guarantee be presented in MDL?

Answer: Yes, but the used exchange rate should be UN operational rate. The link to UN operational rates of exchange may be found in p.15 of Data Sheet presented in the Section 2. Instructions to Proposers of this ItB.

Question 4: Could the bank guarantee be presented in Transnistrian currency?

Answer: The bank guarantee should be presented whether in USD or any other internationally recognized currency in an amount equivalent of 6,000 \$ for each LOT.

Question 5: Is there a special template for bank guarantee?

Answer: The template for bank guarantee is proposed in Section 8 of this ItB. But, if the bank refuses to offer the guarantee on provided template, we can also accept the guarantees issued on bank template.

Question 6: Should we present the CVs of all the employees of the company?

Answer: It is mandatory to present the list of the specialists who will be involved in implementing this particular project and their CVs. Most of all this is important for minimum key personnel announced under point 32 of the Data Sheet, Section 2. In case of a consortium, a common list of specialists who will be directly involved in implementing this project shall be presented together with their CVs. If you wish, you may, additionally, present the list of all the employees.

Question 7: How strict is the requirement of having a turnover amount of 450.000\$ or there may be any exceptions?

Answer: This requirement is mandatory and incompliance with this criterion serves grounds for disqualification. The turnover will be calculated for the last 1 year.

Question 8: In Transnistria, the specialists required in ItB do not have special certifications. How else can we prove their expertise?

Answer: Along with their CVs, you shall provide the copy of diploma and extract from the labor book as proof of their educational background and experience.

Question 9: For what period should the financial report be presented and should any authority certify it?

Answer: The financial reports shall be provided for a period of the last 2 years and cleared/certified by the relevant authority (Tax Inspectorate or any other relevant authority).

Question 10: Will there be any exemptions from the custom tax for the transportation of construction materials from one bank of Nistru to another?

Answer: The BoQs that are part of bid shall be made following WinSmeta format, or resource methodology. You are encouraged to include all the tax expenses in the proposal. In case there will be any exemptions, you will be informed accordingly.

Question 11: Taking into consideration that the reporting documents required in Transnistria are different from the ones requested by UNDP. Will UNDP sign on the documents prepared for Transnistrian Tax Authorities to confirm the services provided by a Transnistrian company?

Answer: If such documents refer to the same works and volumes, UNDP does not identify any impediments in signing them. Still, for UNDP the contractor shall report the expenses using WinSmeta format.

Question 12: Who is the beneficiary to be included in the WinSmeta?

Answer: UNDP is the beneficiary.

Question 13: Considering the coming cold season, we assume that there may be a certain period of time when works could not be performed, also because of technical requirements that shall be

followed. What do we do in that case, considering that you expect delivery of works in 5 months?

Answer: In this particular case, you may take a technical break and inform UNDP through an official letter where you will point the reason of temporary stop of works and the time when you plan to retake the activities.

Question 14: What is the payments 'currency?

Answer: According to Moldovan legislation, all the payments made on the territory of the Republic of Moldova are performed in MDL, thus the payments will be done in MDL, even if the contract will be signed in USD.

Mr. Albu also drew the attention of companies originated from the left bank of Nistru to foresee in their financial proposal all the risks that may arise concerning the currency exchange rates (USD vs. MDL and local currency) since this will not be covered additionally.

Question 15: Is the criterion related to experience of companies on the left bank of Nistru so crucial?

Answer: The company or the consortium shall prove that it can undertake civil works on the territory of Transnistria by listing its previous experience in that region (regardless of scope and value of works). This criterion is part of eligibility requirements as per Amendment to ITB document.

Question 16: Does the criterion related to similar experience undertaken during past 3 years mean that they have had to be implemented in Transnistria region?

Answer: According to recently published Amendment to ITB document, the similar experience is not necessarily linked to the region. There was included a separate criterion related to experience in Transnistria region.

Question 17: In case of subcontracting, shall we present for subcontractor the same list of documents?

Answer: In case the company intends to delegate undertaking some works to a subcontractor, in its proposal, it shall include a short description of the company, shall clearly describe the works that will be undertaken by the subcontractor, the reason, and at least present the copy of registration certificate and license on works required. Even if UNDP does not stipulate specifically the percentage of works which may be done by a subcontractor, still, it has to be reasonable and in line with the requirements.

Question 18: May the partner company in a consortium be licensed in other activities than civil works?

Answer: Both companies that are part of a consortium shall hold license in civil works. Otherwise, the minimum qualification criterion "Minimum no. of years of experience in similar contracts: 5 (five)" will not be met and will serve grounds for disqualification.