

**Minutes of the Pre-bidding Conference for ITB15/01145:  
Repair works of 2 social infrastructure projects located on the Right Bank of  
Nistru River - 2 LOTS  
26 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-bidding conference was opened by Viorel ALBU, Manager of Social and Infrastructure Development Project, SCBM Programme, who welcomed the participants and made a short presentation of the scope of the project, emphasizing its main objectives. He mentioned that this is an open tender and any company from worldwide can submit their proposals.

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 Section 2. Instructions to Proposers of this ItB. She also underlined the selection criteria, rules and regulations to be applied in the process of evaluation.

Corneliu Martiniuc, UNDP Head of Procurement Unit, underlined that a company can apply for 1 LOT with one team or for 2 LOTS with one team, or with 2 teams for 2 LOTS. If a company intends to apply for 2 LOTS, it should submit 2 bank guarantees for each LOT separately.

**II. Questions and Answers**

**Question 1: What is the currency used for proposals?**

**Answer:** We recommend using USD, but any internationally recognized currency can be used. If you use other currency than USD for proposal, the amount will be converted into USD according to the official UN exchange rate announced on November 9<sup>th</sup>. This rate is made public and may be found out following the link <http://treasury.un.org/operationalrates/OperationalRates.aspx#R>

**Question 2: What are the ways for offer submission?**

**Answer:** There are two ways of proposals submission: electronically in PDF format to [tenders-moldova@undp.org](mailto:tenders-moldova@undp.org), or paper based (original + copy) on the address indicated in the point 20 of the Section 2, Data Sheet of this ItB. More details related to submission procedure are described in ItB.

**Question 3: What about the schedule for execution of works? What is the expected period?**

**Answer:** The company may indicate a period of execution of works it deems appropriate. However, this shall not exceed 150 days together with final commissioning.

**Question 4: Should the invoices contain VAT?**

**Answer:** All deliveries of goods and services for technical assistance projects conducted by UNDP on the

territory of the Republic of Moldova are at 0% VAT according to provisions of art. 104, letter c and art. 124, paragraph 2, letter b of the Tax Code.

**Question 5: Can the Minutes on the reconstruction works performed be made in MDL?**

**Answer:** Minutes on the reconstruction works performed so far shall be made in USD. It may also be made in MDL but include the column of equivalent in USD (as per price proposal, if in USD). However, considering that payments made on the territory of Moldova are made exclusively in MDL, the Invoice will be issued in MDL at the official UN rate of exchange on the day of payment.

**Question 6: Regarding the previous experience projects, what rate shall be used to convert the project's value into USD?**

**Answer:** You may indicate the value of projects in the currency of contract or you may convert it using the official UN rate of exchange announced in the month when the works were finalized.

**Question 7: Regarding the quality of construction materials, are there any special requirements?**

**Answer:** According to the National legislation there are minimum quality requirements that can be accepted.

**Question 8: The guarantee for the advance payment should be presented for the whole amount of the advance or just for the amount that exceeds 30,000 USD?**

**Answer:** According to the procedure announced, if the advanced payment that the Bidder will submit will exceed 20% of the Price Offer, or will exceed the amount of USD 30,000, the Bidder must submit an Advanced Payment Security in the same amount as the advanced payment, using the form and contents of the document in Section 10 of this ITB.

**Question 9: If the offeror deliberately decreases the salary amount to be paid to workers in order to decrease the whole amount of the offer and win the tender, how do you react?**

**Answer:** There are some minimum rigors of the National law. All the normative regulations for construction branch are taken into consideration, including the salary threshold imposed by law.

**Question 9: If the offeror applies for 2 LOTS, will there be signed 2 contracts per each LOT or one contract for 2 LOTS?**

**Answer:** Both options are possible and the best one will be further agreed with the winner (if one).

**Question 10: Are intermediate receptions of deliverables possible?**

**Answer:** Yes, we can receive works in several stages. Our experts who are making systematical verifications on the site, will examine the presented reports and estimates, and, based on that, can approve an intermediate reception of deliverables.

**Question 11: What is the form of reports creation?**

**Answer:** Reports will be created using WinSmeta format or resources methodology.

Please send all possible questions in written form to the email address [liliana.samburschii@undp.org](mailto:liliana.samburschii@undp.org)