

**Minutes of the Pre-proposal Conference for RfP15/01147:**  
**SCBM/ Technical Design and Estimation of Costs of 4 social infrastructure**  
**projects located on both Banks of Nistru River - 2 LOTs**

**3 November 2015, 15:00**

UN House, Conference room

**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. As some of the participants asked to held the conference in Russian language, it was decided by compromise with all participants to make the presentation in Russian. Mr. Albu made a short presentation of the scope of the project, emphasizing its main objectives and citing the non-discriminatory character of the competition.

Further, Liliana Caterov, Procurement & Contracts Associate, SCBM Programme, went through the submission and procedures requirements as indicated in the RfP document. 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 RfP document, shall include all the documents required to establish eligibility of a company and shall meet all the requirements indicated in RfP document.

**II. Questions and Answers**

**Question 1: Could you please explain what kind of documents should be submitted in original + copy?**

**Answer:** All proposals should be submitted in original + copy. When we talk about original documents to be included in the proposal, we mean a copy of documents with a wet stamp of the organization on it. So, you should prepare 2 sets of documents: 1 – copies of all documents with wet stamp on them, and 2 – simples copies of the documents. Both sets should be inserted into one envelope and sent to the address mentioned in RfP.

**Question 2: May some of the specialists be involved in both LOTs?**

**Answer:** Yes. All the specialist may be involved in both LOTs except for Chief Project Architect and Chief Project Engineer who should be one per each LOT. Nevertheless interested companies can apply to both lots with the same team and in case of success to both lots, the won company will be contracted only for the lot for which the biggest score was accumulated.

**Question 3: Can the Task Manager act as Chief Project Architect at the same time?**

**Answer:** No.

***Question 4: Should the specialist be the offeror's employee?***

**Answer:** The offeror should prove its connection with this specialist, either an individual labor contract or a service provision agreement.

***Question 5: Will the experience of the Chief Project Architect be calculated out of his real experience, or since the certification issuance?***

**Answer:** When the offeror submits the Chief Project Architect's CV, then the whole experience in the architecture filed will be taken into account. So, we recommend to submit along with the certification, also the CV of the specialist, in order to allow the evaluation committee to estimate the entire experience of the proposed specialists

***Question 6: What was the criterion after which the period of 90 days given for design was calculated?***

**Answer:** According to the local legislation in construction, you have to request just authorization for construction and the authorities are obliged to issue all the approvals required by law. This is an optimal and realistic time calculated based on the previous experience we had.

***Question 7: Please tell more about the conditions for consortium?***

**Answer:** If a company does not accomplish all the required conditions to participate in the competition by its own, it may choose to participate in the contest in consortium with another company, which is eligible to participate. The leading company, which will be contracted afterwards in case it wins the contest, should submit the proposal. The consortium agreement should be attached to the whole set of documents and it should have clear provisions about the rights and obligations of each company - member of consortium. Each company will have its own tasks, which will be evaluated by us according to the companies' documentation submitted by the offeror.

***Question 8: In case when the mayor comes up with some proposals of modifications, how should we react?***

**Answer:** All the changes should be preliminary agreed with us.