



**Pre-bidding Conference Minutes  
Provision of Technical Design Services  
“Palanca Jointly Operated Border Crossing Point” Project  
Republic of Moldova  
(RfP15/00985)**

**29 April 2015, 14:00  
UN House Conference Room**

**Agenda:**

1. Short presentation of the RFP process
2. Questions and Answers received during the Pre-bidding Conference
3. Questions and Answers received before/after the Pre-bidding Conference

**1. Description of the ITB process**

The purpose of the pre-bidding conference for the RfP15/00985 is to explain important aspects related to the procurement procedures and clarify various technical aspects of the requirements.

**Important aspects of the RFP process:**

- Technical and financial proposals must be submitted in separate sealed envelopes. The evaluation of proposals will be done in two stages: UNDP will first open the envelopes containing the technical proposals and will evaluate them technically; in the second stage UNDP will open the financial proposals only for those offerors which obtained the minimum technical score of 70% or more of the obtainable technical score during the technical evaluation stage.
- Offers can be submitted either in hard copy or electronically. If the bidder chooses to submit an electronic offer, the files shall be password protected and technical and financial parts of the proposal shall be sent in separate email messages (see instructions of p. 23 of the Data Sheet). The password for the technical proposals files should be different from the password of the financial proposal. The password for the technical proposal shall be requested by UNDP after the deadline for submitting of offers. The password for the financial proposals shall be requested from technically qualified offerors after the finalization of the technical evaluation.
- The Data Sheet provides the specific requirements of the RFP, such as list of documents to be submitted, deadline of competition and other information and conditions to be followed by offerors. The deadline is set for 15 May 2015, 16:00 (Moldova local time). Late offers shall be rejected.
- The technical evaluation criteria are described in the tables on pages 19-20 of the RfP document.
- The requirements (objectives, tasks to be performed, implementation timeframe, deliverables etc.) are described in Section 3 (Terms of Reference).
- Offerors should use the templates provided (i.e. Sections 4-7) to complete their proposals.

**2. Questions & Answers received during the Pre-bidding Conference**

**Question 1:** Does the UNDP / Customs Service (CS) have the Planning Certificate for the Palanca Border Crossing Point (BCP)?

**Answer:** No, in accordance with the RFP and TOR the contracted company will be responsible for

facilitating and obtaining the Urban Planning as well as all other certificates as required by the relevant national legislation in the field.

**Question 2:** Is it necessary to conduct the topographic and ecologic expertise of the project?

**Answer:** Yes, in accordance with the ToR the design company should budget appropriately and conduct all the necessary tests, including topographic and ecologic according to the existing norms and regulations for the design works.

**Question 3:** The BCP, as mentioned in the TOR, should have the necessary infrastructure for inspection of animal, plants and food stuff made of them, but there are no details in the preliminary graphical layout and other sketches.

**Answer:** At the moment there are no plans for such an infrastructure for this BCP and the design company should not include this infrastructure in the design, budget etc.

**Question 4:** Are there graphical sketches (drawings) for the pluvial water canals available?

**Answer:** The Customs Service will provide to the design company (winner of the competition) all the available and existing documentation on the BCP so that the design works are performed as quickly and as smoothly as possible.

**Question 5:** The TOR contains the demolition of the existing buildings – is it necessary to compile documentation for demolition?

**Answer:** Yes, the design company should plan for these works as well, according to the existing norms and regulations. The Customs Service will make available all the necessary and existing documentation for the real estate of the current BCP.

**Question 6:** Author supervision by the design company is compulsory?

**Answer:** Yes, according to the current legislation (Law of RM Nr. 163 from 09.07.2010) the author supervision is compulsory, more so as the project is co-financed from public funds of the Republic of Moldova.

**Question 7:** Is it necessary to compile the budget in the format as specified in the part B. of the Section 7- provision of breakdown budget per category of costs and deliverable?

**Answer:** Yes, compilation and provision of budgets with breakdown per cost category and deliverable should be done and submitted with the offer in the format according to Part. B Section 7.

**Question 8:** What are the languages for the technical design to be compiled by the design company?

**Answer:** Romanian language, as stipulated by the legislation in force. UNDP might however commission a technical translation of the technical design afterwards.

### **3. Questions received before/after the Pre-bidding Conference (as of 05 May 2015) and respective Answers**

**Question 9:** Is the tender open for companies that do not have residence nor representation in Moldova?

**Answer:** Yes, the tender is open for any company (regardless of location and/or representation in Moldova) that complies with the qualification criteria from the RFP.

## Romanian version of Questions and Answers

### Versiunea in romana intrebari-raspunsuri

**Intrebare 1:** Daca UNDP/SV are deja Certificat de Urbanism pentru acest obiect?

**Raspuns:** Nu. Conform RFP si caietul de sarcini, Certificatul de Urbanism, dar toate celelalte certificate si autorizatii necesare conform legislatiei in vigoare se vor obtine de catre compania de proiectare.

**Intrebare 2:** Este nevoie de efectuat testele topografice, expertiza ecologica pentru proiectare?

**Raspuns:** Conform caietului de sarcini proiectantul trebuie sa bugeteze si execute toate tipurile de teste necesare conform narmativelor pentru realizarea proiectului tehnic.

**Intrebare 3:** Punctul de trecere presupune si inspectia produselor animaliere si animale vii, plus laborator de control fitosanitar etc.? In acest caz trebuie specificat in detalii: incaperi, infrastructura etc. Aceasta nu este in planul preliminar prezentat.

**Raspuns:** La moment nu este planificata infrastructura speciala pentru inspectia produselor animaliere si animale vii si proiectul tehnic nu trebuie sa contina asemenea infrastructura.

**Intrebare 4:** Pentru apele pluviale si canale existente, daca exista schema grafica?

**Raspuns:** Serviciul Vamal v-a pune la dispozitia companiei de proiectare toata documentatia si schemele de care dispune pentru a facilita lucrul de proiectare.

**Intrebare 5:** Pentru demolarea cladirilor existente daca este nevoie de executat prin proiectare, asa cum este prevazut de normative?

**Raspuns:** Da, proiectantul trebuie sa prevada acest moment si sa pregateasca proiectarea necesara pentru demolare. Serviciul Vamal va pune la dispozitia proiectantului toata documentatia de care dispune pentru imobile, retele si alta infrastructura a punctului de trecere a frontierei.

**Intrebare 6:** Supravegherea de autor a constructiilor daca este obligatorie?

**Raspuns:** Conform legislatiei supravegherea de autor este obligatorie si se va efectua ca atare.

**Intrebare 7:** Este nevoie de completat part. B din Sectiunea 7- intocmirea bugetelor pe tipuri de costuri pe fiecare livrabil?

**Raspuns:** Da, intocmirea bugetelor detaliate pe tipuri de costuri (resurse umane etc.) trebuie compilate si incluse in oferta pentru acest tender, conform formatului din part. B, Sectiunea 7.

**Intrebare 8:** In ce limba fi nevoie de perfectat proiectul tehnic?

**Raspuns:** Doar in limba romana, dupa cum este prevazut in legislatie. PNUD o sa execute traducerea ulterior din surse proprii.

**Intrebare 9:** Este tenderul deschis pentru companii care nu au resedinta/reprezentanta in RM?

**Raspuns:** Da, tenderul este deschis pentru orice companie, indiferent de resedinta si prezenta in RM, care corespunde cerintelor indicate in Caietul de Sarcini.