
**REPUBLIC OF MOLDOVA
ROAD SECTOR PROGRAM**

STATE ROAD ADMINISTRATION

Minutes of the Pre-Proposal Conference

Supervision of Civil Works under the Contracts:

RSP/W9/01:

“Construction of R1 Bahmut Bypass, km 68+250 – km 74+177”

No. CS/QCBS/01/2017

Issued on February 16th, 2018

Location: State Road Administration (SRA)
Bucuriei 12A str., MD – 2004/4th floor,
Chişinău, Republic of Moldova

Time: 10:00 AM (local time)

Date: February 2nd, 2018

Attendance:

Client's representatives

Mr. Serghei POLIŞCIUC – Deputy director, State Road Administration;
Ms. Diana LUPU – Chief of Procurement Service, State Road Administration;
Mrs. Cristina GABERI – Consultant, Procurement Service, State Road Administration;
Mr. Vladislav MACHIDON – Consultant, Procurement Service, State Road Administration.

The List of Participants filled in and signed by firms' or joint ventures' representatives is attached hereto (See Annex A).

Pre-proposal conference was held for the both contracts.

Opening:

The Employer welcomed all the participants. and introduced the SRA' representative who presented the proposal conference.

The Employer drawn the participants' attention to the clauses from the Request for Proposal of outmost importance such as scope of services, funding source of the projects, selection procedures, currency of proposal and taxes, tax and custom facilities, technical and financial proposal weighting, period of validity of Proposals.

Questions and Answers:

The Employer requested Consultant's representative to address their questions. The Participants raised their questions and some of them were further discussed and answered in general lines. The Employer specified that all questions will be formally answered through the Minutes of the Pre-Proposal Conference and Clarifications will be sent to all invited prospective Consultants.

Closing:

At the end, the Employer thanked representatives of firms and joint ventures for their attendance and wished them success in the tendering process.

Requests for clarification on the Requests for Proposals:

Responses to requests for clarification will become part of the Request for Proposals and would be binding on participants.

Amendment to the Request for Proposals:

Amendments No.1 to the Request for Proposals will be prepared.

Annexes:

- Annex A – List of Participants at the Pre-Proposal Conference for R1 Bahmut Bypass;
 - Annex B – Question and Answers to the Requests for Clarification received from prospective Consultants for R1 Bahmut Bypass.
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Annex A
List of Participants at Pre-Proposal Conference

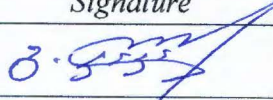
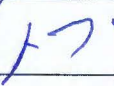
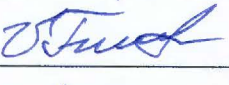




REPUBLIC OF MOLDOVA
ROAD SECTOR PROGRAM

Pre-Proposal Meeting

SUPERVISION OF CIVIL WORKS ON
R1 Bahmut Bypass km 68+250 – km 74+177

February 2nd, 2018, 10:00 a.m. (local time)

List of Participants

No.	Name	Company	Signature
1.	Giorgi Kakaladze	SMEC International Pty Ltd	
2.	PETRI JUJI	FINNVIH / UUPR / EAD CONSULTANT	
3.	Tatai Vitalie	Dongsung Engineering / Sigma Eng	
4.	Dumitru Ceban	FINNOC / DOHWA	
5.	AISTOR MARIUS	EPTISA	
6.	ALBEI ROAICA	EPTISA	
7.	Dolganice P.	RENDEL	
8.			
9.			
10.			
11.			
12.			

Signature of Client's Authorized Representative:



**Republic of Moldova
ROAD SECTOR PROGRAM**

STATE ROAD ADMINISTRATION

**Annex B
CLARIFICATION No. 1
TO CONSULTANT'S QUESTIONS ON RFPs**

**SUPERVISION OF CIVIL WORKS ON
R1 Bahmut Bypass km 68+250 – km 74+177**

CS/QCBS/01/2017

Issued on February 16th, 2018

1. Question

Clause 30.2 of Data Sheet defines the commencement of the services as May 2018, ToR on p. 65 as February 2018. Please can you clarify.

Answer 1

The expected commencement date of services is May 2018, as per Clause 30.2 of Data Sheet.

2. Question

Paragraph (5) Short-term expertise on p. 54 specifies a cumulative man-time for short-term expertise. Is a proportion of a man-time for the short-term experts allowed to be carried out from their home office.

Answer 2

It is confirmed that short-term experts may be allowed to carry out their duties from their home office.

3. Question

Paragraph 4.1 on p. 55 states: 'The Team Leader / Engineer's Representative (TL/ER shall be present during the working season and shall be available until the Works are complete.

- a. Please can you define duration of the working season in Moldova.
- b. Please can you confirm that the Client does not expect TL/ER to be present in Moldova and carry out his/her duties on the project outside of working season.
- c. If a response to b. above is positive, does the Client expect the Consultant to keep TL/ER employed outside of the working season at the Consultant's overhead cost?

Answer 3

The working season is 365 days per year except for public holidays established by the Government of the Republic of Moldova and annual leave.

4. Question

Paragraph 4 on p.54 requires nomination of a suitably qualified and experienced person who shall act as "Engineer"/Project Director on behalf of Consultant for the project under the authorised delegation of the Consultant. Paragraph 4.1 on p.56 requires CV of the Engineer/Project Director to be provided in the technical proposal, but this CV will not be evaluated, and his/her cost should be built into the overheads for the project as per our understanding as per p.55.

It seems the Client expects the Consultant's Engineer/Project Director to support and contribute to the project in a significant way. We understand importance of such a role, but do not understand why such an important role will not be evaluated. Please could you clarify.

Answer 4

It is confirmed that the Engineer's/Project Director's CV shall be included in the Technical Proposal, however it will not form part of the Evaluation Process, which includes Consultant's Key Staff only and not the head office back-stopping support. Project Director's CV will allow the Group of Experts to form a general view on the Consultant's backstopping capacity.

5. Question

Paragraph 4.1 Engineer's Staffing, (d) Moldovan Construction Law, p.59.

Is a name of the Works Superintendent and Design's Representative from Universinj Ltd. required in the proposal? If so, can we suggest the Client to nominate such a person, so all the bidders have the same name for this mandatory role in the proposal?

Answer 5

The Works Superintendents and Designer's Representative are different persons.

The Works Superintendents refers to the Engineer's road and bridge inspectors, who are included in technical support staff table from paragraph 4.1 *Engineer's Staffing* and shall be individuals licensed in accordance with the applicable law.

Designer's Representative is a legal entity, which is already named in Annex A from ToR.

Technical support staff are not examined prior to the signature of the Contract and are not required to be included in technical proposals.

6. Question

Paragraph 4.1 Engineer's Staffing, (e) Non-key and Short-term Experts, p.59.

Are names of the Non-key and Short-term Experts required in the proposal?

Answer 6

According to ToR, 4.1 Engineer's Staffing, (e) Non-Key and Short-Term Experts, "The CVs for Non-Key and Short-term Experts are not examined prior to the signature of the Contract and are not required to be included in technical proposals."

7. Question

Paragraph 8 – Services and Facilities to be provided to the Engineer on p.65. Annex 8, p. 67 refer to the facilities to be provided to the Engineer.

Please can the complete Technical Specifications of the Tender Documents for RSP/W9/01 be provided to the bidders for the Consulting Services.

Answer 7

Tender Documents, including technical specifications are available for download at:
http://files.asd.md/Directia_investitii/PROCUREMENT/RSP/Works/W9_01/W9_01_R1/Bahmut_R1_TD_Final_18.08.2017.zip

8. Question

Additions to Cl. 20.1 and 26.1 of SCC: 'If the Consultant fails to meet his obligations under sub-section 5. [Reporting Requirements and Time Schedule for Deliverables] of Appendix A [Terms of Reference], the payment for the respective time spent by the Consultant's expert/s in a task which is not delivered satisfactorily or with undue delay will be withheld for each occurrence cited in the above mentioned sub-section may be deducted from payments due to the Consultant under Appendix C [Remuneration Cost Estimates]. The time spent by the Consultant in revising the output (report or analysis, etc) to the satisfactory level won't be paid and will be at the cost of the Consultant'.

Please can you specify in more details how the Client is going to evaluate the Consultant's performance/quality regarding the reporting tasks referred above to the Client's satisfaction in case the reports are delivered on time and including its required content.

Answer 8

The Client will evaluate compliance by comparing submitted reports and contents against the deliverables specified in the Consultancy Services Contract and against the Engineer's obligations as defined in the works Contract.

9. Question

With regards to the Terms of reference, Section 4, Team Composition & Qualification Requirements for the Key Experts, 4.1 Engineer's Staffing, a) Team Leader/ Engineer's Representative (TL/ER), please, clarify whether by the requirement "the candidate shall have experience working with the Consultant for at least the past three years" it is meant to demonstrate that the Consultant and the expert have worked together during the years 2015, 2016 and 2017 or it is also acceptable if the Consultant and the expert worked together for a duration of at least three years even if these years were previous to 2015.

Answer 9

In accordance, with modifications made through Amendment No.1 the candidate shall demonstrate experience working with the Consultant during any of the past three years.

10. Question

With regards to the Terms of reference, Section 4, Team Composition & Qualification Requirements for the Key Experts, 4.1 Engineer's Staffing, d) Quantity Surveyor/ Contract Specialist (QS/CS), given the fact that in many supervision contracts, the position and responsibilities of the Quantity Surveyor are different than those of the Contract Specialist, please, clarify whether the Contracting Authority will consider the requirement being met if the Consultant will submit an expert with professional background / positions occupied in projects as Quantity Surveyor.

Answer 10

It is confirmed that the Contracting Authority will consider the requirement being met if the Consultant will submit an expert with professional background/positions occupied in projects as Quantity Surveyor, however this expert shall demonstrate contract administration experience/ experience in preparation and analysis of Contract variations.

11. Question

As per Annex A to the Terms of reference, we are kindly requesting the Client to provide us with a copy of the Tender Documents for the Works Contract subject to these supervision services.

Answer 11

Please refer to Answer 7.

12. Question

Request you for kindly providing with Tender Documents prepared by Contractor in accordance with the first part of ANNEX A in Section 7. Terms of Reference.

Answer 12

Please refer to Answer 7.

13. Question

Chapter 9 of the Terms of reference request the Consultant to establish a Project Management Information System which should be compatible with Employer's Management Information System. Consequently, we are kindly asking the Client to make available a description of Employer's MIS key technical characteristics, in order to be able to propose a compatible system in the offer.

Answer 13

The SRA is currently coordinating with recently appointed supervisors on the development of a formal PMIS to manage, among the others, the following principle data:

- contract documents, correspondence and construction drawings;
- approval of contractor's drawings;
- contractual issues; • progress monitoring, physical and financial;
- quality control;
- minutes of meetings;
- contractor's claims, change orders and certifications procedures;
- audits;
- design manuals, codes, standards, etc.;
- legal issues; and
- as-built data and documents.

The PMIS will be required to be compatible with standard office, database, project management and CAD software and Windows operating system.

14. Question

We had requested that the Tender Documents of the Works Contracts be made available for our review. Please consider making available the Technical Design or relevant excerpts of it, including drawings, together with the Tender Documents or to allow interested bidders to study it at Client's headquarters.

Answer 14

Please refer to Answer 7.

15. Question

Should answers to clarification questions (along with the Works Contracts Tender Documents) be made available to bidders end of week 5-9 February, we are kindly asking the Client to consider extending the offer submission deadline with 4 working days, to allow for assessment of answers and proper incorporation into the offer.

Answer 15

See Amendment No.1.

16. Question

Data Sheet 15.2, page 20, "The format of the Technical Proposal to be submitted is: FTP. Submission of the Technical Proposal in a wrong format may lead to the Proposal being deemed

non-responsive to the RFP requirements.”; and Section 3, page 23, Page limit: none.

Clarification: There are no page limits given for each form of the Technical Proposal. Please inform us of the page limits for each section or the whole proposal.

Answer 16

There is no page limit.

17. Question

Section 4 – Form Fin-4 Break down of Reimbursable Expenses, page 44, “*International transportation will be reimbursed for mobilization and demobilization only.”

Clarification: Will the quantity of Int’l air flight be 1(one) Round trip per 1(one) international engineer for overall Service Period? (i.e., assuming that the international engineer visits the site numerous times incurring multiple international air travel, will the client only compensate for the mobilization and demobilization?)

Answer 17

It is confirmed that International transportation will be reimbursed for mobilization and demobilization only.

18. Question

Section 7. Terms of Reference, 3. Scope of Services, page 51, (1). Pre-construction activities of the Consultant. The TOR states, in addition to the tasks defined in the FIDIC Contract for the Engineer, the responsibility of the Engineer shall be for, but not limited to, the following tasks: (l) stamp, sign and issue the Verified Construction Drawings to the Contractor as 'Approved for Construction'

Clarification: Please clarify what is meant by the “Verified Construction Drawings” and whether the Consultant as the Engineer in accordance with FIDIC MDB 2010 should sign and stamp the Verified Construction Drawings with approval by the Client?

Answer 18

As specified in the quoted Section 7, this requirement is in addition to the tasks defined in FIDIC MDB 2010.

“Verified Construction Drawings” means construction drawings that have been prepared by the Contractor checked by the Engineer, approved by the Employer and verified as required under Article 13 (2) and (3) of the Law 721, February 1996.

19. Question

Section 7. Terms of Reference, 4.1 Engineer’s, Staff, page 55, with reference to the following table from §7, clause 4.1 and subsequent paragraphs in clauses 4.1, expected job description/duties for the technical support staff is not given.

Position	Number	Duration (person-months)
Technical Support Staff	5	153
Environmental and Social Expert	1	
Road Inspector	1	
Surveyor	1	
Laboratory Assistant	1	
Designer’s Representative	1	
Short-term experts		13

With the lack of information on expected duties for each of technical support staff, it is difficult to propose a suitable expert for the position. Therefore, please kindly clarify.

1. For the position "Surveyor", please clarify the type of Surveyor it should be. (i.e., whether he is a "Topographical Surveyor" or a "Quantity Surveyor?")
2. Please inform us of the expected duties and job description of the "Design Representative"

Answer 19

It is confirmed that "Surveyor" means "Topographical Surveyor".

In accordance with Article 23 (f) of the Law No. 721, dated 2nd February 1996, Designer's Representative ensures compliance of the executed works with the design according to Moldovan legislation.

20. Question

Section 7. Terms of Reference, 8. Services and Facilities to be provided to the Engineer, page 65, any other costs shall be borne by the Consultant. This includes accommodation, office equipment (computers, printers etc.), transportation, mobile telephones, topographical survey equipment.

Clarification:

Will the Contractor provide the Consultant with Topographical survey equipment?

Answer 20

Topographical survey equipment shall be provided by the Consultant.

21. Question

Section 7. Terms of Reference, 9. Project Data and Documents, page 66. Project Management Information System (PMIS), The Engineer shall also maintain all detailed deliverable inventory, scheduled dates and actual status. During the course of the works under the contract, the Engineer shall maintain any and all electronic and printed project documents in good order in its site office.

Clarification:

- Please clarify to what extent the client will consider the acceptable form of PMIS? (i.e., Excel-based, MS Project, Gantt Chart, etc).

(If a new PMIS need to be built, would it be set aside as provisional sum?)

Answer 21

Please refer to Answer 13.

22. Question

Section 7. Terms of Reference, page 59, (e) Non-Key and Short-Term Experts Graduated Engineers or other qualified professionals, having at least fifteen (15) years of experience in their area of expertise.

Clarification:

On page 59 of the Terms of Reference, RFP requires at least 15 years of experience for Non-Key and Short-Term Experts. Compare to the required minimum experience of Key Experts, at least 10 years' experience for M/QAE and QS/CS, minimum experience at least 15 years for Non-Key Expert seems high. Therefore, we kindly request to reduce the minimum requirement for Non-Key Expert.

Answer 22

It is confirmed that the minimum requirements for Non-Key Experts is at least fifteen (15) years of experience in their area of expertise, as stated in the Section 7. Terms of Reference, page 59, (e),

23. Question

Clause 43.1 & 43.2 Special Condition of Contract, page 98, The Client warrants that: the Consultant, the Sub-consultants and the Experts shall be exempt from: VAT, customs duties, excise duties and customs procedure taxes in the Client's country as per Annex 2 of the Government Decision no. 246 dated 8 April 2010, on the Consultant, the Sub-consultants and the Experts in respect of: (a) any payments whatsoever made to the Consultant, Sub-consultants and the Experts (other than nationals or permanent residents of the Client's country), in connection with the carrying out of the Services;

Clarification:

It is understood that Local Consultant and Local expert in the Client Country shall not be exempt from VAT, customs duties, excise duties and customs procedure taxes in the Client's country as per Annex 2 of the Government Decision no. 246 dated 8 April 2010.

However, based on our past experience in Moldova, the indirect taxes for Local Consultant and Local Expert were exempt. Therefore, we request your kind clarification on this matter.

Answer 23

The Client can issue confirmations of exemptions only for taxes eligible under the Government Decision no. 246 dated 8 April 2010.

24. Question

Pag.55, TOR, 1) "The Engineer shall himself check the quality of such tests by conducting separate testing to verify the Contractor's findings". Please clarify who shall fund this type of tests?

Answer 24

The Contractor will provide laboratory assistance, office equipment necessary for carrying out the tests.

25. Question

Page 68, 8. Services and Facilities to be provided to the Engineer.

Clarify the time required/deadline for obtaining the visas for experts.

Answer 25

The Consultant is responsible for obtaining the visas. The Consultant should check the requirements for candidates when preparing the proposals.

26. Question

Can you provide the budget for consultancy services?

Answer 26

The budget for consultancy services is confidential.

27. Question

Page 55, Engineer's Staffing. Please clarify if all experts, like Key Staff Positions needs to be international ones or local.

Answer 27

It is Consultant's decision whether to employ international or local experts.

28. Question

Page 59, Designer's Representative. Please clarify who will identify the Designer's Representative, the Consultant or the Employer.

Answer 28

The Designer's Representative is already specified in Annex A to the Terms of Reference.

29. Question

With regards to Section 4, Team Composition & Qualification Requirements for the Key Experts, 4.1 Engineer's Staffing, a) Team Leader/ Engineer's Representative (TL/ER) and b) Deputy Team Leader (DTL), please, clarify whether by the requirement "the candidate shall have experience working with the Consultant for at least the past three years" what kind of experience it is meant: supervision experience, designing experience or just general experience with the Consultant.

Answer 29

It is confirmed that the candidate shall have general working experience with the Consultant.

30. Question

With regards to Section 4, Team Composition & Qualification Requirements for the Key Experts, 4.1 Engineer's Staffing, a) Team Leader/ Engineer's Representative (TL/ER).

Please, clarify whether by the requirement "the candidate shall have experience working with the Consultant for at least the past three years":

- i. will be considered an asset at the evaluation or criteria that should be fulfilled;
- ii. will be excluded from the evaluation or you will diminish the technical score.

Answer 30

It is confirmed that this requirement will be considered an asset. See Amendment No.1.

31. Question

Please clarify if any extension of the proposal is planned.

Answer 31

Please refer to Answer 15.

32. Question

It is possible to have access to the technical design, part of the works contracts sooner?

Answer 32

Please refer to Answer 7.

33. Question

Please clarify if experts' CVs shall be signed by them or can be signed by the official representative. If it cannot be signed by the official representative, can be used a scanned version of the signature.

Answer 33

It is required the CVs to be signed by each expert in original.