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**REPUBLIC OF MOLDOVA  
ROAD SECTOR PROGRAM**

**STATE ROAD ADMINISTRATION**

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# **Minutes of the Pre-Proposal Conference**

**Supervision of Civil Works under the Contract  
RSP/W9/05:  
“Construction of M3 Slobozia Mare Bypass, km 0+000 - km 18+290”**

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**No. CS/QCBS/05/2017**

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**Issued on February 19<sup>th</sup>, 2018**

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

**Time:** 10:00 AM (local time)

**Date:** February 2<sup>nd</sup>, 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 at Procurement Service, State Road Administration;  
Mr. Vladislav MACHIDON, Consultant at 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, Annex B).

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 Requests for Proposals will be prepared.

**Annexes:**

Annex A – List of Participants at the Pre-Proposal Conference for M3 Slobozia Mare Bypass;  
Annex B – Question and Answers to the Requests for Clarification received from prospective Consultants for M3 Slobozia Mare Bypass.

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**Annex A**  
**List of Participants at Pre-Proposal Conference**

REPUBLIC OF MOLDOVA  
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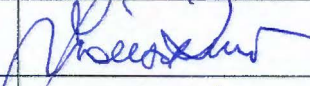
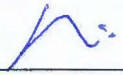



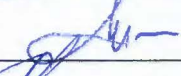

Pre-Proposal Meeting

SUPERVISION OF CIVIL WORKS ON:


- M3 Vulcanesti Bypass, km 0+000 – km 8+580
- M3 Slobozia Mare Bypass, km 0+000 – km 18+290

February 2<sup>nd</sup>, 2018, 10:00 a.m. (local time)

**List of Participants**

No.	Name	Company	Signature
1.	Giorgi Karaladze	SMEC International Pty Ltd	
2.	FRANCESCO RUCCI	IRD Engineering srl	
3.	PETRI JUJI	FINNISH OVERSEAS CONSULTANTS	
4.	Dumitru Cebanu	FINNISH OVERSEAS CONSULTANTS/DOHWA	
5.	Titei Dotalie	Dongsung Engineering Co./Sigma Eng.	
6.	MISTOR MARIUS	EPTISA	
7.	ALBET RODICA	EPTISA	
8.	Dolgavine A.	RENDEL	
9.			
10.			
11.			
12.			

Signature of Client's Authorized Representative:



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**Republic of Moldova  
ROAD SECTOR PROGRAM**

**STATE ROAD ADMINISTRATION**

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

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**SUPERVISION OF CIVIL WORKS ON:  
• M3 Slobozia Mare Bypass, km 0+000 – km 18+290**

**# CS/QCBS/05/2017**

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**Issued on February 19<sup>th</sup>, 2018**

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### 1. Question

Paragraph (5) Short-term expertise on p. 55 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 1

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

### 2. Question

Paragraph 4.1 on p. 57 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 2

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

### 3. Question

Paragraph 4 on p.56 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 authorized delegation of the Consultant. Paragraph 4.1 on p.57 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.56.

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 3

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.

### 4. Question

Paragraph 4.1 Engineer's Staffing, (f) Moldovan Construction Law, p.62.

Is a name of the Works Superintendent and Design's Representative from Universinij 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 4

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.

### 5. Question

Paragraph 4.1 *Engineer's Staffing*, (g) *Non-key and Short-term Experts*, p.62.  
Are names of the Non-key and Short-term Experts required in the proposal?

### Answer 5

According to ToR, 4.1 *Engineer's Staffing*, (g) *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."

### 6. Question

Paragraph 8 – *Services and Facilities to be provided to the Engineer* on p.68. Annex 8, p. 70 refer to the facilities to be provided to the Engineer.

Please can the complete Technical Specifications of the Tender Documents for RSP/W9/04 and RDP/W9/05 be provided to the bidders for the Consulting Services.

### Answer 6

The technical part of the Tender Documents, including technical specifications are available for download at:

[http://files.asd.md/Procurement/works/W9/TD\\_RSP\\_W9\\_05/Slobozia\\_Mare.rar](http://files.asd.md/Procurement/works/W9/TD_RSP_W9_05/Slobozia_Mare.rar)

### 7. Question

Additions to Clause 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 7

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.

**8. Question**

Could you please clarify which facilities the Contractor will provide to the Engineer?

**Answer 8**

Please refer to Answer 6.

**9. Question**

Could you please provide the Chapter 004, Engineer's facilities, Part 2, Requirements-Specification of the technical Specifications of the tender documents?

**Answer 9**

Please refer to Answer 6.

**10. 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" 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 though if these years were previous to 2015.

**Answer 10**

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.

**11. Question**

With regards to Section 4, Team Composition & Qualification Requirements for the Key Experts, 4.1 Engineer's Staffing, d) Quantity Surveyors/ Contract Specialists (QSs/CSs), 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 present 2 (two) experts with professional background and responsibilities corresponding solely to the Quantity Surveyor's activity.

In case of a negative answer, please advise whether it is acceptable that for the two positions, the Tenderer submits one expert specialized as Quantity Surveyor and one expert specialized as Contract Specialist.

**Answer 11**

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

It is not acceptable that for the two positions of Quantity Surveyor/ Contract Specialist (QS/CS), the Tenderer submits one expert specialized as Quantity Surveyor and one expert specialized as Contract Specialist.



### 12. Question

As per Annex A to the ToR, 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 12

Please refer to Answer 6.

### 13. 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 13

Please refer to Answer 6.

### 14. Question

Item h) p.52 : Q.is it possible to clarify what is the level of detail and degree of complexity that the condition survey should be carried out? is a visual qualitative survey sufficient or an instrumental survey is required?

### Answer 14

Please refer to Technical Specifications Chapter 101.03. Works description.

### 15. Question

Last para, page 54 (content: Three months before the end of the Defect Notification period the Engineer shall conduct a detailed defect inspection of the road and structures and prepare a defect report for issue to the Employer and Contractor): Q. Again, what degree of details and complexity is required to carry out the defects inspection? is it sufficient to be visual, identifying the defects or it should be quantitative and instrumental survey?

### Answer 15

The Engineer shall identify all defects, some will be visual and some will require measurement (e.g. depression in pavement). The number of defects will depend largely upon the quality of the supervised construction works.

### 16. Question

Clause (5), p. 55: (content: For estimating purposes, a number of individual expert visits and a global number of person-months are to be shown in the proposal and the Consultant should also enter a person-month rate and round trip air ticket cost. 13 person-months is to be included in Proposal for a total of 13 missions.).

Q. Clarification is needed. It is not clear whether the cost of flights and associated costs should be included in the proposal, or should be paid separately.

### Answer 16

It is confirmed that the cost of air tickets should be included in the Financial Proposal.  
Any other associated costs with travel will not be paid by the Employer.



**17. Question**

Para 1 page 62: (content: the Engineer will include qualified construction Works Superintendents and Designer's Representative in his supervision team in order to ensure compliance of the executed works with the design according to Moldovan legislation). Q. Should work superintendents be part of Designer's representative or from different entity?

**Answer 17**

Please refer to Answer 4.

**18. Question**

Clause (g), para 10 page 62: Non-Key and Short-Term Experts (content: Graduated engineers or other qualified professionals, having at least fifteen (15) years of experience in their area of expertise. They shall also have a university degree in their area of expertise.)

Q. Does it apply to short-term international experts or also to local experts?

Q. is it applied only to short-term international experts or also local experts? It would be challenging to provide adequate number of local staff consistently over 15 y of experience.

**Answer 18**

The requirement applies to international and local experts.

**19. Question**

Last para, p68: (content: Any other costs shall be borne by the Consultant. This includes accommodation, office equipment (computers, printers etc.), transportation, mobile telephones, topographical survey equipment, all necessary local support staff such as secretaries/ interpreters, drivers, office assistants, field assistants, as well as any other goods, equipment or services required for successful execution of Consultancy Services).

Q. Are vehicles provided by the Contractor or should be provided by the Consultant? Should topographical survey equipment provided by the Contractor or should be provided by the Consultant? After completion of the Contract, is it necessary to hand the acquired equipment to the Client or it will remain property of the Consultant?

**Answer 19**

The Contractor will not provide any vehicle to the Consultant. Transportation costs will be borne by the Consultant.

Topographical survey equipment shall be provided by the Consultant.

With the regard to the acquired equipment please refer to the GCC 28.1.

**20. Question**

Clause 9. Project Data and Documents, page 69: (Content: The Engineer shall provide and maintain orderly working files and a comprehensive, computerized log for correspondence, minutes of meetings and conferences, submittal data, submittal registers, inspection and monthly progress reports, contract documents including amendments, notice to commence, variation orders and modifications, all in a Project Management Information System (PMIS) [...] The copyright of all project materials and any software license used for the PMIS shall belong to the Employer.)

Q. Is there any specific format of the PMIS expected by the Client since the TOR specifies that the Consultant's PMIS should be compatible with the Employer's, a clarification of what software in use by the Employer should be helpful for better compatibility.

**Answer 20**

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.

**21. Question**

Page 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 21**

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

**22. 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 22**

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

**23. Question**

Can you provide the budget for consultancy services?

**Answer 23**

The budget for consultancy services is confidential.

**24. Question**

Page 56, Engineer's Staffing. Please clarify if all experts, like Key Staff Positions needs to be international ones or local.

**Answer 24**

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

**25. Question**

Page 62, Designer's Representative. Please clarify who will identify the Designer's Representative, the Consultant or the Employer.

**Answer 25**

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

**26. 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 26**

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

**27. 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":

- 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 27**

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

**28. Question**

Please clarify if any extension of the proposal is planned.

**Answer 28**

See Amendment No.1.

**29. Question**

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

**Answer 29**

Please refer to Answer 6.

**30. 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 30**

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

**31. 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 31**

Please refer to Answer 20.

**32. 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 32**

Please refer to Answer 6.

**33. 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 33**

Please refer to Answer 28.