
**REPUBLIC OF MOLDOVA
ROAD SECTOR PROGRAM**

STATE ROAD ADMINISTRATION

Minutes of the Pre-Proposal Conference

SUPERVISION OF CONSTRUCTION WORKS ON:

M3 Porumbrei – Cimișlia Road, km 0+000 – km 19+010

M3 Comrat Bypass, km 0+000 – km 18+260

No. CS/QCBS/02-03/2017

Issued on March 20th, 2018

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

Time: 10:00 AM (local time)

Date: March 14th, 2018

Attendance:

Client's representatives

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

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.

Annexes:

Annex A – List of Participants at the Pre-Proposal Conference;

Annex B – Question and Answers to the Requests for Clarification received from prospective Consultants.

Annex A

List of Participants at Pre-Proposal Conference

REPUBLIC OF MOLDOVA

ROAD SECTOR PROGRAM



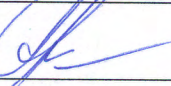

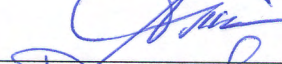
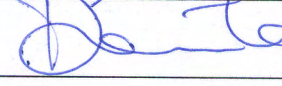
Pre-Proposal Conference

SUPERVISION OF CIVIL WORKS ON:

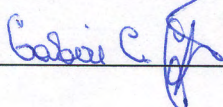
- M3 Porumbrei – Cimișlia Road, km 0+000 – km 19+010
- M3 Comrat Bypass, km 0+000 – km 18+260

March 14th, 2018, 10:00 a.m. (local time)

List of Participants

No.	Name	Company	Signature
1.	CARLO BAGLIVO	LOTTI/AIC PROGETTI	
2.	PIERLUIGI ALONIA	SPEA ENGINEERING	
3.	Helgaunne Alexe	RENDEL	
4.	RICCARDO TURCO	LOTTI INGEGNERIA	
5.	ADRIAN SCRIBCIU	HILL INTERNATIONAL	
6.	Diana Dumitru	IRD Engineering	
7.			
8.			
9.			
10.			
11.			
12.			

Signature of Client's Authorized Representative:



**Republic of Moldova
ROAD SECTOR PROGRAM**

STATE ROAD ADMINISTRATION

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

SUPERVISION OF CIVIL WORKS ON:

- **M3 Porumbrei – Cimișlia Road, km 0+000 – km 19+010**
- **M3 Comrat Bypass, km 0+000 – km 18+260**

RFP No. CS/QCBS/02-03/2017

Issued on March 20, 2018

1. Question

With reference to your Request for Proposal No.: CS/QCBS/02-23/2017 dated 27/02/2018 concerning the services in object and as per Annex A to ToR, we kindly request you to send us the Tender Documents for Works Contract for the Construction of M3 Porumbrei - Cimislia Road and Construction of M3 Comrat bypass in order to take them into account in the preparation of our Staff Mobilization Schedule.

Answer 1

The Tender Documents are available for download at:
http://files.asd.md/Procurement/W9_02_03.zip.

2. Question

Since in other similar projects it is a normal practice that a geologist covers the position of Materials/ Quality Assurance Engineer (M/QAEs), we would like to know whether a candidate for the above mentioned position with a M.Sc. in Geological Sciences from a recognized University will be also accepted.

Answer 2

A candidate with a M.Sc. in Geological Sciences will be considered equivalent for the position of Materials/ Quality Assurance Engineer (M/QAE), provided he complies with the general and specific experience criteria.

3. 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 3

Please refer to Answer 1.

4. Question

Section 14.1.3 in the instructions to Consultants – Data Sheet stipulates that “The Consultant’s Proposal must include the minimum Key Experts’ time-input in the field of 266 person-months”. Then it also provides for a mechanism to be applied during evaluation if the Proposal submitted includes less than the specified minimum time-input for Key Experts.

Section 4 of the Terms of reference provides the following: “The minimum number of person-months in field required for the assignment is 657. This includes 266 person-months for Key Staff, 378 person-months for Technical Support Staff and 13 person-months for short-term experts. However, the Consultant shall propose the time commitment for each of the key staff in the proposal. The Client expects proposals to be based upon the person-months estimated by the Client. Consultant offering staff months less than the Client’s estimate run the risk of an adverse impact on their technical scores.”

Please clarify if the Consultant is actually expected to carefully observe the number of 657 person-months, as a minimum input required by the Client or whether the minimum input to be observed and with impact in evaluation is only the 266 person-months for the Key Experts, while the number of person-months for Technical Support staff and short-term experts can be adapted by the Consultant to respond to his duties as per the ToR, even if offering less than 378 or 13 person-months, without a risk on his technical score.

Answer 4

As stated in Section 7 of Terms of Reference, 4. Team Composition & Qualification Requirements for the Key Experts “The minimum number of person-months in field required for the assignment is 657. This includes 266 person-months for Key Staff, 378 person-months for Technical Support Staff and 13 person-months for short-term experts”, all of which have an impact on the technical score. However, the Consultant shall estimate and propose the optimal time commitment for each of the Key staff in order to meet the project requirements, having in mind that the Consultant shall provide full-time professional supervision staff.

5. Question

With regards to Section 4, Team Composition & Qualification Requirements for the Key Experts, 4.1 Engineer’s Staffing, please, clarify whether for e) Bridge Engineer (BrE) position we can read AND/OR instead of only AND for the following requirements, given the fact that the same wording is applicable for the other team members:

- General experience - The Candidate shall have at least fifteen (15) years of experience in bridge design, construction and/ OR supervision;
- Specific experience and expertise related to the task - The Candidate shall have at least ten (10) years in design and/ OR supervision of highway bridge works in major projects.

Answer 5

As stated in Section 7 of Terms of Reference, 4.1 Engineer’s Staffing (e) Bridge Engineer (BrE) it is confirmed that:

- “The Candidate shall have at least fifteen (15) years of experience in bridge design, construction **and** supervision”;
 - “The Candidate shall have at least ten (10) years in design **and** supervision of highway bridge works in major projects”.
- Therefore, the respective requirement in the TOR shall remain unchanged.

6. Question

Referring to Section 2. Instruction to Consultants and Data Sheet file, at point 12.3 it is specified: "If it is established that any Key Expert nominated in the Consultant's Proposal was not available at the time of Proposal submission such Proposal shall be disqualified and rejected for further evaluation ... "

Please clarify that in case any of the proposed experts are involved with partial/ full monthly input in another assignment at the time of submission of proposal, but until the final evaluation of the tender, their input shall be partially/completely finalised in the current assignment, without affecting the time schedule proposed by the Consultant in the tender, this shall not represent grounds for exclusion from the procedure.

Answer 6

It is reiterated that, as stated in Section 2. Instruction to Consultants and Data Sheet, at point 12.3, “If it is established that any Key Expert nominated in the Consultant’s Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to sanctions in accordance with Clause 5 of this ITC”.

Under the situation described in the question, continuation of the current assignments by the proposed experts until the invitation to negotiations of such consultant shall not be considered as ground for disqualification and rejection of such a proposal.

However, if, upon invitation to the negotiations, the consultant fails to confirm availability of the experts included in the proposal, such proposal will be disqualified at such stage in the process for the reason of personnel not available being proposed.

7. Question

Referring to Instructions to Consultants, Data Sheet file, at point 10.1, it is specified that the 2nd Inner Envelope with the Financial Proposal should include also point (5) Statement of Undertaking. This file is not included in the Tender Dossier. Please clarify.

Answer 7

There is no Standard Form for the Statement of Undertaking.
A Statement of Undertaking shall confirm that in competing for (and, if the award is made to the Consultant, in executing) the Contract, the Consultant undertakes to observe the laws against fraud and corruption, including bribery, in force in the country of the Client.

8. Question

Referring to Section 4. Financial Proposal - Standard Forms, within Form Fin 2 - Summary of Costs, it is specified that the "Consultant must state the Costs in accordance with Clause 16.4 of the Data Sheet".

Clause 16.4 is not included in the Data Sheet. Please clarify.

Answer 8

See Amendment No.1

9. Question

Referring to Section 7. Terms of Reference, point 3. Scope of Services, Tasks (Components) and Expected Deliverables, page 50, it is mentioned that "The Consultant shall note that the Accepted Contract Amount includes a Provisional Sum for Contingencies intended to cover any variations and price adjustment, if applicable."

Please clarify what is the level of this Provisional Sum for Contingencies, taking into consideration that according to the Special Conditions of Contract, Art. 42.3 Price adjustment on the remuneration applies.

Answer 9

As provided in Section 7. Terms of Reference, point 3. Scope of Services, Tasks (Components) and Expected Deliverables, page 50, reference is made to the Provisional Sum for Contingencies under the Works Contracts and not under the Consultant's Services Contract.

The only reference to the Provisional Sum which applies to the Consultant's Services Contract is mentioned in the Form Fin-4 Breakdown of Reimbursable Expenses, which provides that the costs associated with the Office equipment (including PMIS software and hardware) will be paid as a provisional sum. However, the latter provision does not relate to the stipulation of the TOR which the clarification question seeks to address.

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 two experts, one expert with professional background/ positions occupied in projects as Quantity Surveyor and one expert with professional background/ positions occupied in projects as Contract Specialist.

Answer 10

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.

11.Question

Please clarify if a candidate who is a qualified civil engineer from a recognized university will get the same score at evaluation with a candidate who is qualified in highway engineering from a recognized University.

Answer 11

It is confirmed that candidate who is a qualified civil engineer from a recognized university will get (under/against the respective evaluation sub-criterion) the same score at evaluation with a candidate who is qualified in highway engineering from a recognized University.

12.Question

Please clarify if, for the fulfilment of the requirement for professional experience regarding "experience in at least two successfully completed projects of similar size and complexity under FIDIC Conditions of Contract", the Consultant can provide an expert with "experience in at least two projects partially successfully completed of similar size and complexity under FIDIC Conditions of Contract". By partially completed projects we understand partial taking over certificates for a certain section of the road. Please also confirm that if for this requirement he will get maximum score by presenting two projects partially completed.

Answer 12

It is restated that, in accordance with Section 7. Terms of Reference, 4.1 Engineer's Staffing, the Experts should provide "experience in at least two successfully completed projects of similar size and complexity under FIDIC Conditions of Contract". Given the meaning of this requirement, partially completed projects, mentioned in the clarification question, shall not be taken into account as fulfilling the requirements for professional experience.