

**Minutes of Pre-Proposal Conference for
Construction Supervision Services M2 Chisinau-Soroca Road
Km 5+733 to 26+200**

September 05, 2011; 10:00 a.m. (local time)

The conference was held at the State Road Administration office and attended by the following representatives:

Client's representatives

- Mr. Fiodor Grebencio, Deputy Chief-Manager of State Road Administration
- Mr. Gheorghe Curmei, Director of Investment Department, State Road Administration
- Mr. Martin Bennett, IEMC, Scott Wilson Ltd

Consultant's representative:

1. **Snow Consulting Ltd in association with ADK Consulting Engineers SA**
 - Mr. Raymond Suggate;
 - Mr. Guy Bartley;
 - Mr. Aristidis Karlaftis.
2. **Pro Yapi Proje Insaat San. Tic. Sti. Ltd. Representing DIWI Germany GmbH**
 - Mr. Mustafa Kokten

The Conference:

The questions of the firms' representatives and answers thereto are as follows:

Question 1:

Is the procurement of the works contract on schedule for award in January 2012?

Answer 1:

Yes.

Question 2:

Is there a list of Contractors who may bid for the works contract?

Answer 2:

A list of prequalified Bidders is available on the State Road Administration web-site:

http://www.asd.md/ENG/docs/PQ-Notice_RSPSP-2011-PQ01-eng.pdf

Question 3:

Is a review of the design required in delivering the services?

Answer 3:

This is not necessary, although the Consultant awarded the services may use his experience to draw any points that he considers necessary regarding the design to the attention of the Employer.

Question 4:

Is it the responsibility of Consultants to nominate local support staff?

Answer 4:

Yes.

Question 5:

The Request for Proposals refers to 62 staff-months for *Key Professional Staff* in Clause 3.3 (b) of the Data Sheet in Section 2, and both *Key Experts* and *Key Personnel* in the Section 4 of the Terms of Reference. Are these the same?

Answer 5:

Yes, these all refer to the three Key Staff as listed in Section 4.1 of the Terms of Reference.

Question 6:

Is a winter close-down expected and if so, for how long?

Answer 6:

There may be a close-down depending on the Contractor's Programme and the weather. Winter weather conditions in Moldova are variable and may require a close-down of up to 4 months. In a mild winter, some construction activities could be carried out during the winter period, although asphaltting works are not generally permitted between November and March.

Question 7:

In the Terms of Reference, it is mentioned that a Temporary Project Office in Chisinau will not be provided by the Employer and it should be provided by the Consultant?

Answer 7:

The Contractor will provide site offices as mentioned in Section 7 of the Terms of Reference including temporary offices. As the site is near Chisinau, it is not required for the Consultant to provide a Project Office in Chisinau. It is not anticipated that the Consultant will commence the services significantly before the award of the Works Contract.

Question 8:

What are the requirements for company and individual registration in Moldova?

Answer 8:

A Consultant may register his company in Moldova. Currently, foreigners can visit Moldova for up to 90 days within a 365 day period without requiring a residence permit although a visa may be required for some nationalities (refer to the website of the Moldova's Ministry of Foreign Affairs). Residence Permits for long-term visitors are the responsibility of Consultants, and the Employer will provide letters of introduction to the relevant authorities.

Question 9:

Will any or all of the short-term experts listed in the Terms of Reference be required?

Answer 9:

This is not known and will depend on the situation that develops during the execution of the works. The Consultant may propose or the Employer may request specific expertise as the contract progresses. Consultants should allow 6 staff-months in Proposals for short-term experts.

Question 10:

The scoring in Clause 5.2(a) of the Data Sheet in Section 2 refers to a 10% weighting for Experience in the Region and Language as a sub-criteria. Is the language referred to English?

Answer 10:

The languages referred to in Clause 5.2(a) are Romanian and / or Russian, and skills in these languages are viewed as helpful. Marks will not be lost in cases where candidates do not have skills in these languages. Marks under this sub-criterion will therefore be for *experience in the region* only. The language of the Works and Supervision Consultancy contracts is English, and good English skills are necessary for all three Key Staff. This should be demonstrated in the Curriculum Vitae provided.