

Opening Summary of the Pre-Bid Conference:

The Procurement Associate opened the Pre-Bid Conference by presenting the key points already outlined in the ToR and other RFP attachments. The Procurement Associate explained the purpose of the session, the planned establishment of Frame Agreement(s), including the possibility of awarding multiple suppliers per lot, and clarified that bidders may apply for one or several lots, depending on their capacity and interest. The Procurement Associate also highlighted the concept of CAP prices, explaining that the submitted unit prices would represent maximum rates for the Frame Agreement period, while prices submitted during secondary bidding should be equivalent or lower. In addition, he reminded suppliers about the submission requirements, including the use of the Supplier Portal and the need to submit technical and financial offers separately. After the presentation, suppliers were invited to ask questions. Technical questions related to the scope of works were answered by the Senior Settlement Planning Associate, while questions related to tender documentation and the application/submission process were answered by the Senior Supply Associate. During the Pre-Bid Conference, the following questions and answers were discussed.

#	Questions	Answers
1	In the Financial Offer Form, please clarify whether the price in column highlighted in green "Price per UOM" should be indicated per unit for each item.	In column "Price per UOM", the price per unit should be indicated. The formula set in column "Total MDL" will automatically multiply the unit price provided by the bidders by the resource consumption per unit of measurement and the coefficient.
2	It is unclear how the works are categorized in the Technical Offer Form and Financial Offer Form, for example in rows 10–15. Could you please clarify?	In the Technical Offer Form and Financial Offer Form, the rows were aligned by location, and some lines were not grouped by type of works. Following this Pre-Bid Conference, these items may be grouped accordingly by type of works and symbol standards by UNHCR for easier reference for interested companies, and this will be communicated, if applicable, through an amendment in the Supplier Portal.
3	Please confirm whether the quoted prices should include all additional costs related to the execution of the services/works, such as transportation, staff salaries, taxes, and other related expenses.	No, the unit price should not include additional costs such as transportation, social insurance, or other related expenses. UNHCR may adjust the Financial Offer Form to reflect these additional costs in separate columns. The total cost may then reflect the price, including these additional expenses.
4	Please clarify whether the financial offer must be presented in a detailed format, similar to a WinSmeta-type cost estimate, or whether it is sufficient to complete and submit the financial document attached to the procedure.	The financial offer must be submitted by completing the attached document to the RFP, namely Financial Offer Form in Excel format (Annex C). No other format for the submission of the financial offer will be accepted.
5	Please clarify how the acceptance process of works/services will take place once a specific project is identified. Will it be necessary to complete the same Excel format, or will the WinSmeta format be accepted?	Once a specific project is identified during the contract period, the bill of quantities will be generated using WinSmeta software. The cost will be quoted based on the WinSmeta format, and the acceptance process will be based on reports generated from WinSmeta. There is no need to complete this Excel format additionally.
6	Please clarify whether there is a technical design and predefined concept for the playground that must be followed by all bidders, or if each participant is required to propose their own concept and design.	More detailed requirements for the playground equipment will be included in the tender documents to ensure that all bidders propose the same quality standards. Additional specifications will be highlighted in the Technical Offer Form and the Financial Offer Form.
7	Please clarify how Annex B should be completed.	Annex B (Technical Offer) should be completed using a "Yes" or "No" response. "Yes" indicates that the bidder can provide the works and materials in compliance with the technical requirements; "No" indicates the opposite. Each line must be completed. As stated in the ToR, to be considered qualified, a bidder must confirm a minimum service availability rate of at least 85% of the total listed items in Annex B. Each Annex B (indoor or outdoor works) contains three columns corresponding to three regions; bidders should confirm availability for the lot they are applying for.
8	Will the selected suppliers be obliged to perform all works required by UNHCR, regardless of the volume and value?	For each specific project, UNHCR will conduct a secondary bidding process. Selected suppliers will submit a quotation and confirm their availability. If a supplier is not available at a specific time for a particular project, they cannot be obliged to perform the work. However, selected suppliers are required to respond to each secondary bidding process within the deadline indicated for each request.
9	Please clarify whether the envisaged works/services relate to new or existing buildings/constructions. Additionally, please specify whether the anticipated repairs will mainly involve minor interventions or large-scale repair works.	The renovation works are mainly intended for existing buildings and will generally involve medium-scale repair works as described in the ToR. However, the exact project details will be specified once each project is identified.
10	Will the deadline for proposal submission be extended?	Any extension will be communicated to all invited suppliers through the Supplier Portal and the UNHCR website. If amendments are made to the tender documents, they will be published in the Supplier Portal, and all interested companies will be notified. In such cases, the deadline may be extended to allow sufficient time for the interested companies to submit a proposal.

The session ended with confirmation from the Senior Supply Associate that the minutes of the Pre-Bid Conference will be shared with all participants of the session, as well as with other interested companies, through the Supplier Portal and the UNHCR Moldova website.