

**MINUTES  
OF THE PRE-BID MEETING FOR THE PRE-QUALIFICATION  
OF THE TENDER IT-2018-4-SERVICES-CIVIL ENGINEERING**

held at SNPA Office, Lviv, Ukraine

On Tuesday, 11<sup>th</sup> June 2019 from 12:00 pm to 12:00pm

**WELCOME**

- The Teamleader Michael Brombacher welcomed everyone.
- Procurement and Financial Officer Solomiya Stefanyshyn introduced Teamleader, Project Accountant and herself to the audience.
- Each member of the audience introduced himself/herself and named the organization that delegated him/her to this meeting.

**LIST OF PARTICIPANTS:**

#	Name of a company	Representative of a company
1.	“ADK”, MP	Shevchuk Heorhiy Mykolayovuch, Director, Chief Architect
2.	Architectural and Investment Company CREATIVE	Sergiy Ivanov-Kostetsky, Associate Professor of the University, Managing Director, Chief Architect
3.	Tekton Ltd.	Sulima Yevheniy, Project Team Leader
4.	Ltd. Retro Project	Yupyn Zinoviy, Director
5.	CDM Engineering Ukraine	Herasymenko Kateryna, Commercial developer
6.	Architecture studio SYMMETRY	Rybenchuk Olena Tukhonivna, Deputy Director

## **MAIN PART OF THE MEETING**

- Teamleader Michael Brombacher and National Procurement and Financial Officer Solomiya Stefanyshyn made the introduction to the pre-qualification meeting.
- All participants of the meeting signed the Presence list (see Annex 1).
- The Teamleader made a presentation on the SNPA project (general information, mechanism of financing, results of the agreed by PAs design developed by the international architect)
- The Procurement and Financial officer presented the pre-qualification form and explained the tables that have to be filled by the applicants. She also explained in more details the legal status of the employer AHT GROUP AG as accredited non-resident, the Registration of the project at the the Ministry of Economic Development and Trade of Ukraine and consequences that this entails in relation to tax and other fees.

## **QUESTIONS/ANSWERS PART**

**Question 1:** In which program should we design (AutoCAD, etc.)?

**Answer SNPA Project:** Any 3-D program. There is no specific requirement.

**Question 2:** How many administrative regions does the Project cover?

**Answer SNPA Project:** Project covers 4 regions (oblasts).

**Question 3:** Do you provide any source data required for design (e.g. existing documents for land ownership, buildings, etc.)?

**Answer SNPA Project:** Yes, we will provide these documentations, if available

**Question 4:** Do you have a local consultant?

**Answer SNPA Project:** No, we don't.

**Question 5:** Will you consider the winner of this tender as a "general contractor" for all activities?

**Answer SNPA Project:** Yes, dealing with the described activities as described in the PQ announcement

**Question 6:** Will one company have a contract to develop and approve all the sub-projects?

**Answer SNPA Project:** Yes, as described in the PQ announcement

**Question 7:** Should the bill of quantities be calculated based on Ukrainian standard rates or German standard rates?

**Answer SNPA Project:** The calculation and all other related documents will be based on the Ukrainian standards/standard rates

**Question 8:** Should the financial reports which must accompany the PQ bid be stamped by the Ukrainian State Fiscal Service?

**Answer SNPA Project:** Yes

**Question 9:** In case of consortium, should the tables from the Qualification Form be filled only by a Leading partner or by the all members of consortium?

**Answer SNPA Project:** The information should be presented on all members of consortium.

**Question 10:** Could you provide an explanation for exemption from taxation?

**Answer SNPA Project:** The taxpayer – the supplier for the supply of such goods/services to the project executor of the project is in the established manner a tax invoice (податкова накладна) for the shipment of goods / services, in the upper left part of which in the column "Not subject to the provision of the recipient (buyer) because of" the note X is made and the type of cause "09" – drawn up for supplies for transactions that are exempt from value added tax (point 8 of the Procedure for filling in the tax bill approved by the order of the Ministry of Finance of Ukraine from 31.12.2015 № 1307). Such a tax invoice (податкова накладна) is subject to obligatory registration in the Unified Register of Tax Bills.

**Question 11:** Payments will be made in euro or hryvnia?

**Answer SNPA Project:** If the tenderer is the Ukrainian legal entity – payments will be done in UAH (at the NBU rate on the day of payment), if the tenderer is a foreign legal entity – payments will be done in EUR.

**Question 12:** In what currency the tenderer should provide its financial offer?

**Answer SNPA Project:** The breakdown of the budget will be filed in EUR without VAT.

**Question 13:** How payments will be distributed (installments)?

**Answer SNPA Project:** There will be two types of payments: Lump-sum – will be paid quarterly (for additional costs by fact); development of the architectural design and its supporting activities will be calculated at Per sq. m. base. This information will be provided in Tender dossier to the tenderers who successfully pass pre-qualification stage.

**Question 14:** Are prepayments foreseen?

**Answer SNPA Project:** No

**Question 15:** If within the duration of the contract new state regulations will be adopted which will raise the value of the contract (additional Certificates, approvals, etc.), can the amount of the contract be amended?

**Answer SNPA Project:** Yes, in case some unforeseen conditions appear, the Addendum to the contract is possible, potentially covering additional unforeseen expenses. This is a subject of MERN and KFW approval.