**Task: Prequalification and Bidding**

Dr. Rizzo will perform a site visit to the Project and work out the overall bidding system strategy for the Project. We anticipate the site visit and project discussions in Bucharest to last three to four days, including the site visit itself.

With assistance from HIDROELECTRICA – S.A. personnel, Dr. Rizzo will gather the necessary information to develop a list of the required tasks involved for the Project’s rehabilitation.

At our main office in Pittsburgh, PA, USA, we will develop, according to the information gathered at the site, a detailed cost estimate of the Project’s rehabilitation according to a previously generated item list.

The final activity within Task 1 will be to prepare the bidding documents for the Project. We will issue a Draft Bidding Document for HIDROELECTRICA – S.A.’s review and comments will be included in the final version of the Bidding Documents. The Documents will be prepared according to requirements specified by the International Bank for Reconstruction and Development (IBRD).

**Task 2: Procurement**

Dr. Rizzo will make a second trip to Bucharest will for the Project’s Pre-Bid Meeting. Attendance of those interested international or local companies is required according to IBRD procedures. Only those companies that have previously acquired the Bidding Documents will be allowed to assist to the pre-bid meeting. Dr. Rizzo’s presence will enable him to assist HIDROELECTRICA – S.A. with a questions and answers session.

Our company will fully assist HIDROELECTRICA – S.A. to provide answers to formal questions from bidding companies, and draft the Bidding Addendums to the original Terms of Reference under IRBD regulations.

**Task 3: Tender Evaluation**

Our preliminary cost estimate and familiarity with the project and IRBD regulations will allow HIDROELECTRICA – S.A. to go through a simple, fair, and fast evaluation of tender documents, even if a large number of offers are received. This process is anticipated to last approximately one month.
**Task 4: Contract Negotiation**

Contract negotiations will start in order from the first ranked bidder down to the lowest ranked. It is required to begin talks with a lower ranked bidder only if negotiations with the above ranked bidder are unsuccessful. Each bidder will have at most two days to finalize negotiations.

The third and last trip of Dr. Rizzo will be for the purpose of assisting HIDROELECTRICA – S.A. with the contract negotiation process. Dr. Rizzo will participate in the first and, if necessary, second contract negotiation attempts. Dr. Rizzo will provide a two-day Contract Management Training session directly related to the Final Contracts with the suppliers as **Task 5** below.

**Task 5: Training**

During Dr. Rizzo’s third and last trip, he will provide a two-day Contract Management Training Session as mentioned above. According to the TOR, an additional training session may be required. This second training session will be conducted by Mr. Mel Koleber to be held upon the request of HIDROELECTRIC – S.A. This second training session will be more specific, aspects of hydroelectric project procurement.