

**UNDP/Government of the Republic of Moldova project:
„Building e-Governance in Moldova - 2”**

Minutes

of the pre-bid Meeting regarding the e-development Surveys and studies

Date: 26.05.2009, time 15-00.

Venue: UNDP Moldova office

I. Participants:

- **Mr. Cosuleanu, Project Manager, UNDP**
- **Mr. Bolun, Team leader, UNDP**
- **Ms. Oxana Chiciuc, Procurement Associate, UNDP**

Potential bidders representatives:

- **Ms. Bafiri Irina, Magenta Consulting**
- **Mr. Sloniovski Dumitru, Magenta Consulting**
- **Ms. Nadejda Mustea, BIS Group**
- **Mr. Sințov Ruslan, CIVIS**
- **Mr. Luchian Andrei, CBS Axa**

II. Discussed topics:

1. Information about procedures
2. Questions and answers

Mr. Cosuleanu informed the representatives on the RFP content and the objectives of the surveys and studies and proposed to discuss and clarify the existing issues.

Q.1. The potential bidders expressed the concern on the expected time for research and asked to extend the term of the work to minimum 2 months.

A1. Due to the large amount of work it will be advised to RR to extend the term of work and establish for 2 months.

Q 2. Will it be possible to make separate proposals for each of the research/ or a group of research?

A2. A distinct financial proposals should be formulated for each survey/study (technical part) to make possible exclusion of a survey or study if necessary. Partial bids will not be accepted.

Q3. Will it be possible to obtain signed official letters for the Ministries of Education, Culture and Health to obtain the necessary information?

A3. The support from the Project management team and from the Ministry of Information Development will be provided.

Q4. How should be the sample of household and business survey?

A1. The samples: Min. 1200 for household and min. 600 for companies.

Q5. The face-to face questionnaire is to be organised or on phone?

A5. The face-to face questionnaire should be organised

The participants were informed that the Team of consultants will be continuously assisting the Contractor providing with the Methodology and guiding the process of work.

Prepared by Ion Coșuleanu

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