

Questions & Answers [received via email]

Question: *Who is the intended audience for the trainings?*

Answer: The intended audience for the trainings is the public servants from different Moldovan institutions, involved in the negotiations of the Association Agreement between the European Union and the Republic of Moldova.

Question: *Is there flexibility in the starting date of the project? Can we suggest alternative dates for the trainings?*

Answer: Yes, there is some flexibility of the starting date and scheduling (considering the evaluation process, approval of the contract, etc.). The offeror can suggest alternative dates for the trainings, but as mentioned in the RfP, page 16 the "Trainings will be coordinated with the UNDP Team and MFAEI and will be adjusted according to the necessities."

Question: *How long do you realistically expect the selection procedure to take?*

Answer: It depends on the complexity/ number of received proposals (to be evaluated), but as mentioned in the RfP, page 4 " Proposals shall remain valid for sixty (60) days after the date of Proposal submission prescribed by the procuring UNDP entity, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the procuring UNDP entity on the grounds that it is non-responsive."

Question: *The trainings will require a venue, translation and interpretation, hotel bookings, food etc. Can you tell me if we need to arrange for these (are we responsible for these arrangements?) and/or should we budget for these items in our proposal?*

Answer: Please see page 20 from RfP "Please be informed that the "Building Institutional Capacity of the Ministry of Foreign Affairs and European Integration" project, UNDP Moldova, assumes the responsibility to cover all accommodation, transportation and meals expenses for trainees, as well as conference room rent". As for translation services please see page 17 from RfP "Translation services will be provided where necessary" – therefore these costs should not be included in the proposal.

Question: *Is there a deadline for asking for further clarifications*

Answer: Please see page 2 from RfP, point 4 " Clarification of solicitation documents. A prospective Offeror requiring any clarification of the Solicitation Documents may notify the procuring UNDP entity in writing at the organization's mailing address or fax number indicated in the RFP. The procuring UNDP entity will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than two weeks prior to the deadline for the submission of Proposals." Considering that March 31, 2010 is the deadline for submission of offers, March 17, 2010 is the last day for any clarification of solicitation documents.

Question: *We are a consortium consisting of two organizations. Do we need to submit two separate profiles (one for each partner), or just the profile of the leading company or should we summarize the profile of both organizations into one text?*

Answer: According to the RfP (page 17, point g.) "Applicants will submit company profile" - therefore it is requested to send both companies profiles. Moreover, a short description of collaboration between companies will be much appreciated.

Question: *What do you mean by "instructions" in the sentence: "training programme with description of each module's instructions"?*

Answer: The company will provide information of each module (in this sense, instruction will serve as information available for the module).

Question: *Is "agenda of each module" the same as above? Or do you mean something different?*

Answer: If each module agenda is not included in the "Training programme with description", it should be presented separately (it is NOT something different).

Question: *On Proposal Submission Form, Annex IV (Proposal Submission Form): as Annex IV is of 1 page and does not provide any form of the proposal, does it mean the technical proposal can be free-format?*

Answer: Please note that "Proposal Submission Form" is a standard document which needs to be signed by the offeror (confirming that "if Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated"). The info about the structure of the Proposal may be found at page 3 of RfP (Clause 9).

Question: *In the Instructions to Tenderer, it is said on page 8, Form 3 that there shall be proposed a Senior Expert – do you expect that only ONE individual expert is proposed, or is it feasible to propose several experts to cover the whole range of topics required? What would be the evaluation methodology if we would propose a group of Senior Experts?*

Answer: We are looking for a professional team of experts to provide these trainings on different range of topics as described in the RfP. The procedure of evaluation of proposals is described in the RfP, page 7, point 22.

Question: *The subjects for training are listed up in the ToR so far. Do you expect that the training contents to be used are procured from a specific provider, or are it up to the Consultant to decide on the contents by himself?*

Answer: Please see page 16, point d. "The selected company will: develop the training module on negotiations (covering above mentioned areas) (including agenda, working methods and procedures, background materials and evaluation forms of participants);". It is Company's responsibility to propose/offer the training modules, but these modules should cover the areas mentioned in the RfP.