



**Pre-bidding Conference Minutes**  
**RFP: Provision of printing services to UNDP Moldova on Long Term Agreement basis**  
**(RFP12/00505)**  
**01 March 2012, 10:00**  
**UN House Conference Room**

**Participants:**

1. Corneliu Martiniuc, UNDP Procurement Associate
2. Representatives of 3 local companies

**Summary of discussions:**

**1. Introduction and description of RFP process**

The purpose of this Request for Proposal (RfP) is to solicit proposals from the qualified companies for provision of printing services to UNDP Moldova on Long Term Agreement basis. UNDP Moldova envisages entering into Long Term Agreement with two suppliers for a period of one year with the option to extend for two additional years, subject to a satisfactory performance evaluation.

A detailed description of the RFP process was made, highlighting the most important parts of the published document: presentation requirements, qualification requirements, submission details and deadlines, evaluation criteria, details of the Terms of Reference and required format and modality for presenting the price quotations, as well as award criteria and methodology and procedures for identifying the winner of the competition.

**2. Questions & Answers received during the Pre-bidding Conference:**

**Q1:** Will the price quotation be the only evaluation criteria of the limited competitions among the two LTA holders?

**A1:** No, the evaluation will consist of a compliance check of the specifications, quantities and execution & delivery period against the requested ones. The order shall be placed with the LTA holder that quotes the lowest price among those that meet the minimum technical requirements.

**Q2:** How shall the presented job orders be distributed among the winning companies?

**A2:** The orders presented in the Annex VI are based on UNDP Moldova previous experience in placing orders for printing services and indicate the relative importance and frequency of similar orders. These simple job orders shall be used only for the financial evaluation within this RFP. UNDP Moldova does not guarantee that similar volumes would be ordered during the next three years.

**Q3:** Shall we submit the proposals in English?

**A3:** Yes, the technical and financial proposals shall be in English. The Samples of printed works may be in other languages.

**Q4:** Should we present the Samples of printed works on recycled paper?

**A4:** Yes. Also, in the section 5 (Environmental Policies) of the Annex IV (Technical proposal form) the Offerors should explain their environmental policy, include copies of environmental certifications (if any) and specify the proposed papers and inks.

**Q5:** Should all the equipment be the propriety of the Offeror or some works can be subcontracted?

**A5:** The offerors can subcontract some works but this should be clear described in the technical proposal (section 1 – Company description, Annex IV – Technical proposal form).

**Q6:** When will the tender results be available?

**A6:** At the moment, we cannot give you an exact date, but the evaluation will last minimum one month.

**Q7:** What if one of the contracted companies will not respect the terms and conditions of the Long Term Agreement?

**A7:** First of all, the Long Term Agreements will be awarded for a period of one year and, shall be extended only based on positive performance evaluation. Also, periodic performance evaluations shall be conducted by UNDP and, if the UNDP will have sufficient grounds, the contract can be terminate at any time.