



Pre-bidding Conference Minutes

RFP for provision of business education services in Transnistrian region of Moldova (RfP12/00528)

03 May 2012, 11:00

UN House, Conference Room

Introduction:

The Pre-bidding conference was opened by Mr. Vladislav Kulminski, Project Manager of Business Development/Civil Society Project, who presented the content of the Terms of References and explained in details the requested services and what is expected from the offerors.

The meeting continued with clarifications of administrative and procurement nature of the RfP, presented by the UNDP Procurement Unit. Mr. Radu Dusciac, Procurement Associate, focused on the main administrative aspects of the Request for Proposal, submission requirements and methods, rules and regulations to be applied in the process of evaluation. An explanation was made on the required Proposal Security and Performance Security forms. The Bid Security is a document which must be submitted by offerors together with the proposal and constitutes a bank guarantee to ensure that bidders do not withdraw their offers during the period of validity or that the successful bidder signs the contract and furnishes the Performance Security. The Performance Security is a different bank guarantee to be furnished only by the successful offeror in an amount equal to 10% of the total contract amount, valid until 30 days after the end of the contract period. The Performance Security is not required at the bidding stage, but offerors must be aware of such a requirement.

Questions and Answers:

1. Is the BID/Proposal Security Form compulsory for all 3 tenders or only for the RFP for provision of business education services in Transnistrian region of Moldova?

Response: In order to assure the complexity of the tendering process, each package has several annexes to be completed by the bidders. The BID/Proposal Security Form is required only when applying for RFP for provision of business education services in Transnistrian region of Moldova (RfP12/00528).

2. How should be documented the collaboration with the foreign/Transnistrian partners? Is it mandatory?

Response: The collaboration with a foreign/Transnistrian company is not a mandatory requirement, but this will increase the chances of the applying company to win. The basic information about the partners and their roles is necessary to be included in the technical proposal, along with a letter of intent to enter into partnership for the implementation of proposed activities, outlining the responsibilities and role of each partner company/organization. A very important point is that if the applying organization creates a consortium, it is necessary to present an agreement specifying which company/organization is the leader of the consortium and how the responsibilities are divided between the consortium members.

Additional questions for:

RFP12/00529: RFP for the provision of business support and development services in Moldova and its Transnistrian region

RFP12/00530: RFP to conduct a Market Survey of the Microfinance sector in the Transnistrian region of Moldova of the Project

1. For the: “RFP for the provision of business support and development services in Moldova and its Transnistrian region”, is it possible to present one Proposal for two or three LOTS, but with separate methodology, budgets and teams?

Response: It is possible only if each LOT is clearly itemized. The evaluation of the proposal will be done for each LOT separately. In case the same company will be selected for two or three LOTS, the repeated positions from the presented budgets may be excluded. Also, the financial proposals should be submitted separately from the technical proposals.

2. About the LOT 3: Business consulting services – provision of consulting services to companies to facilitate business links between Moldova and the Transnistrian region. Is it preferable for UNDP to have the business development agency registered in Transnistrian region or nearby?

Response: UNDP does not have any stringent preference about the location of the agency. This question applies only to the practical side of things, the proposal’s feasibility, implementation strategy and impact. A broad plan to maneuver is offered to organizations for providing their own know-how and creativity.