



**Pre-bidding Conference Minutes**  
**Organization of a cooperation forum and elaboration of policy paper - Support to**  
**Confidence Building Measures programme**  
**(RfP 12/00598)**

8 October 2012, 11:00  
Le Roi 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 on administrative and procurement issues of the RfP, presented by Mr. Corneliu Martiniuc, Procurement Associate from the UNDP Procurement Unit., 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.

**Questions and Answers:**

*1. Is it mandatory to specify in point 2.4: Subcontracting from the Technical Proposal Form the contracts for translators and equipment for simultaneous translation?*

**Answer:** For point 2.4 it is important to mention about the subcontracting of translators and simultaneous translation equipment in order to have a clear view about range of expenses in the budget for this item.

*2. In Terms of Reference (TOR) at point III, it is mentioned that the services will include organization of a cooperation forum and thematic roundtables for key decision-makers, but in Deliverables - 3 thematic roundtables/conferences. Should we organize a forum and three thematic roundtables?*

**Answer:** The objective is to organize three thematic roundtables thus creating a cooperation forum for key decision-makers, the business community, researchers and analysts on both banks of the Nistru river.