



Pre-Bidding Conference Minutes

Provision of Provision of Consultancy Services to Strengthen LPAs through Inter-Municipal Cooperation – LOT 1/LOT 2 /LOT 3 (RfP 13/00655)

**20 May 2013, 11:30 -12:30
UN House Conference Room**

Participants: Representatives of 5 companies

Introduction:

The Pre-bidding conference was opened by Ms. Olesea Cazacu, Senior Project Officer / Local Governance and Development, Joint Integrated Local Development Programme, 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. Corneliu Martiniuc, 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.

Questions & Answers

- 1. Is the bid opened to international bidders or only to local bidders (established in Moldova)?**

There are no restrictions for international bidders to apply.

- 2. Could you please confirm our understanding that this requirement refers to the Latest Available Audited Financial Statements including Auditor's Report for the past 2 years when information is available? We are asking this because in our case the Audited Financial Statement for 2012 is not available because according to the laws in our resident country, this Financial Statements can be registered till the end of July next financial year (July 2013). Is your requirement under C.15.1 accomplished if we present Financial Statements for 2011 and 2012?**

Yes, the bidding requirements will be accomplished.

- 3. We are an entity located outside the country (the Republic of Moldova) and we want to present an offer in association with a local partner from**

Moldova, us being the leader of the Association, who is to present the Official Letter of Appointment as local representatives? Is it compulsory to present Official letter of Appointment as local representative? How does this requirement apply to our specific situation?

The leading partner shall submit the offer. There is no need to present any Official Letter of Appointment as local representative (this specification is applicable just in the case when an international bidder is applying through an officially delegated local representative).

4. Is your requirement under point 19. Joint Venture, Consortium or Association fulfilled if we present a simple Agreement of Association with our partners located in Moldova and legalize afterwards our association if we are the winners of the bid?

Yes, it is acceptable to present a simple Agreement of Association

5. How can we demonstrate the capacity to subcontract external consultants or NGOs/companies? Is there any specific form to present our subcontractors in the country?

There is no specific form to present the subcontractors/external consultants. The subcontractors' capacity should be presented as complimentary to the bidder's competences.

6. The team of experts provided by the Offeror should be hired on permanent basis by the Offeror?

No, the Offeror may include in the team associate experts with the condition that the experts confirm their participation in the tender.

7. What is the subcontracting limit in percentage in reference to the total value of the contract?

There are no limits of such kind. The subcontracting should be specified in the offer and done based on Offeror's workload estimations.

8. Are Offerors allowed to submit applications for several LOTS?

Yes, the application for several LOTS is allowed. However, the bidder should demonstrate enough capacity (sufficient and available technical resources, different implementation teams, etc.) to implement the activities efficiently and within the proposed timeframe.

9. Should the bidder possess any specific licenses to prove the capacity to elaborate Feasibility Studies?

It is not necessary to provide specific licenses, however the bidder should demonstrate the expertise and capacity to elaborate required Feasibility Studies.

10. Will the technical assistance provided under the present RfP be followed by any financial grants to the beneficiary communities?

Yes, each targeted LPA will be granted up to \$100,000 to implement a selected IMC project.

11. Which will be the working language (inclusive reports drafting) for the LOT 2 - second beneficiary LPA (Congaz/Gagauzia)

Russian language. Romanian translation may be required upon prior notice request.

12. What is the estimative cost of elaboration of a Feasibility Study?

There are no predefined estimative costs for any particular task in present assignment. All prices are subject of RfP competitive process.