



## Pre-Proposal Conference Minutes RfP13/00669

### Strengthening the capacity of SMEs from Moldova and the Transnistrian region to participate at international specialized fairs and exhibitions

27 June 2013, 11:00

Conference Hall, Le Roi Building, third floor

#### Agenda:

1. Presentation and description of procedures
2. Questions and answers

#### 1. Presentation and description of procedures

The Pre-proposal conference was opened by Natalia Djandjgava, Project Officer, Business Development Component, who welcomed the participants. The floor was given to Victor Dragutan, Project Manager of Business Development/Civil Society Project, who presented in details the requested services and expectations from the offerors. The meeting continued with clarifications on administrative and procurement issues of the RfP, presented by Radu Dusciac, Procurement Associate.

#### 2. Questions and Answers

Questions asked during the pre-proposal conference:

- 1. Question:** *Is the contractor supposed to choose fairs/exhibitions, or the project provides a specific list?*

**Answer:** The contractor suggests the fairs/exhibitions to participate at. It is necessary to select world-renowned international exhibitions/fairs in 6 different EU countries, (one per each sector) that would offer the most lucrative opportunities (10 companies per sector, 5 from each side, participate at each fair/exhibition). All these suggestions should be included in the technical proposal at the application stage, so that the Evaluation Committee could analyze the feasibility and effectiveness of participation at these exhibitions.
- 2. Question:** *Should the trainings be organized before the first fair/exhibition?*

**Answer:** A training needs to be organized before each fair/exhibition, so that the companies have their skills developed with regards to the preparation, organization and follow-up stage of the participation at international fairs/exhibitions. The companies should get necessary knowledge and support and receive up-to-date high-quality information on the possibilities offered by trade facilitation activities and export support schemes. The trainers can be staff members of the service provider or experts contracted for this purposes. Respectively, up to 3 individual consultancy support meetings need also to take place in the preparatory phase of each fair/exhibition.
- 3. Question:** *Can you please provide more information related to stands to be prepared for fairs/exhibitions?*

**Answer:** The Contractor shall carry out all necessary arrangements to provide the design (with inputs from participating companies) and equipment of a common stand (of 48 square meters) that would host all 10 participating companies at each respective fair/exhibition. Some space should be foreseen for B2B meetings, as requested by Terms of Reference. It is not compulsory to present the detailed design of the stand(s) at the proposal stage. However, as the communications and visibility approach will be taken into consideration during the evaluation of the technical offer, the best conceptual ideas on how the stand will look like will correspondingly receive more points.

4. **Question** *Which logistic arrangements should be ensured by the contractor and what expenses of the participants have to be covered?*  
Answer: All the logistic arrangements related to the participation of the selected SMEs at fairs/exhibitions should be completely ensured by the contractor, **except for the visa and travel costs of individuals**, which are expected to be covered by the beneficiary companies themselves. Provision of logistic support during all the stages of project's implementation is required from the Contractor, including, but not limited to organization of trainings, B2B meetings at fairs/exhibitions, translation/interpretation services, accommodation and meals, local transportation at final destination, transportation of expo materials, any other relevant support. While the visa and travel costs of individuals to the country where the exposition/fair will take place will be covered by the beneficiary, the Contractor is expected to support the participants with logistic arrangements related to visa procedures and travel itinerary.
5. **Question** *Which should be the criteria for selecting the SME(s) from Moldova and Transnistria?*  
Answer: The Contractor is expected to provide, in the technical proposal, objective evaluation criteria based on which the beneficiary SMEs will be selected. While doing so, the key objective of this project needs to be considered: support the development of the private sector in the region through opening its access to new markets by helping business sector beneficiaries from both banks to prepare for and participate at international business fairs and exhibitions. This promotional tool is expected to contribute to improving SMEs' export indicators, strengthen their sectorial cooperation, and to identifying potential lucrative business opportunities. Thus, export and cooperation potential should be of priority in this regard.
6. **Question** *What is the deadline to address questions?*  
Answer: Questions can be addressed until 9 July 2013, 10 days before the deadline of the tender.