



# ENERGIE ȘI BIOMASĂ

Resurse energetice alternative pentru Moldova



## RfP for Provision of feasibility study on establishing a Public-Private Partnership for pelletizing biomass

RFP13/00672

Answers to online questions:

Q: Referring to clause 17- f) of the Section 2: Instructions to Proposers:

*Proposals submitted by two (2) or more Proposers shall all be rejected if:*

*f) an expert proposed to be in the team of one Proposer participates in more than one Proposal received for this RFP process. This condition does not apply to subcontractors being included in more than one Proposal.*

Does it mean that in case one expert is proposed as team member of a company that is to be subcontracted by two different offerors, the Proposals of these two offerors shall be considered eligible and accepted for evaluation?

A: Yes, both Proposals shall be considered eligible if the proposed expert is employed by a subcontractor of two different Proposers.

Q: Please clarify if the scope of work includes the preparation of the Full Tender Documentation Package (Call for Expression of Interest, Tender Document, Partnership Agreement, Technical Requirements) and not only the support to the beneficiary in terms of identifying the selection criteria and the contents of the tender documentation package?

A: Yes, it is expected that the contractor will prepare the full tender package. The assignment will be considered accomplished when everything is ready for the tender to be launched.

Q: Please clarify whether the feasibility shall include an environmental and technical analysis as well?

A: The study shall provide comprehensive answers to all aspects of project feasibility, including but not limited to: economical, financial, technical, environmental, etc.

Q: Please clarify whether a hard copy (by mail or by hand) is necessary in case of an electronic submission of the Proposal?

A: Hard copies are not needed in case of electronic submission.

Q: According to Section 2, paragraph 23.3, "a document evidencing such authorization issued by the highest official of the firm, or a power of Attorney, accompanying the Proposal" is requested. Is a signed and stamped Protocol from a meeting of Board of Directors that approves and appoints the Proposer, to act as the Legal Representative of the company with delegated powers to sign all the binding agreements and documents on behalf of the company enough for this requirement?

A: Company's director (administrator or CEO) is the highest official of the firm, thus does not need other documents that establish his/her attributes. Power of attorney has to be presented in case the Proposal is submitted by a person other than the company's director.

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Q: In addition, in the case of consortium, do we need to submit the one mentioned above together with the notarized Agreement among the legal entities that designate one party to act as the lead entity?

A: In accordance with art. 19 of Section 2: Instruction to Proposers, joint ventures (consortia) have to submit along with the proposal a Consortium Agreement that designates the consortium's lead member and establishes the roles of all consortium members. The proposal shall be signed by the Lead Company's director or by the person expressly delegated by him/her with this role.

Q: Please clarify if the required documents as defined in DS ref no 24 as well as the documents mentioned in section 6 (company profile, audited balance sheets, experience) need to be attached to the proposal not only for the Proposer but its subcontractors as well? In the case of consortium, do all the relative members submit these documents or only the lead entity?

A: All described documents shall be provided for all consortium members.

Q: The Statement of Satisfactory Performance refers to only completed projects or to ongoing projects as well? Does it have to be signed by the relative client?

A: Statements of Satisfactory Performance will only be considered for completed projects. All Statements of Satisfactory Performance need to be certified by the clients.

Q: In Section 3: Personnel, paragraph 3.2 Staff Time Allocation: Please specify whether there is a specific template for the spreadsheet that we need to provide concerning the activities of the staff members?

A: There is no specific template spreadsheet.

Q: In Section 6 - Technical Proposal Form, point 1.1 Brief Description of Proposer as an Entity: Please clarify whether it has a page limit and whether it coincides with the Company Profile (max 15 pages) as requested in the "Required Documents that must be submitted to Establish Qualification of Proposers" (see Data Sheet No 24)?

A: The Brief Description of Proposer as an Entity is in principle the same as the Company Profile. However, Offerors submitting proposals as a consortium should note that they are required to provide Company Profiles for each consortium member, and in addition, a Description of the entire Consortium as an Entity, describing previous collaborations and other important aspects of joint activity.

Q: Please clarify to us whether there is a limit in the overall number of pages for the Proposal?

A: No, there is no page number limitation.

Q: In DS no 24 please clarify whether you request all of the documents stated, to be certified as a True Copy by a lawyer?

A: Copies with company's corporate seal stating this is a certified true copy is sufficient. UNDP may however request originals of the submitted documents at any later stage.

Q: Please clarify if the tax and insurance certificates are required to be included in the proposal?

A: No, these documents are not required.

Q: Please clarify if we have to include Section 8, 9, 10 and 11 for this RFP in our Proposal and if yes, whether they have to be initialed and signed as well.

A: Documents specified in Section 8, 9 and 10 are not required to be included with the proposal. Section 11 is brought for information only. The winning Proposer will need to sign the contract with UNDP based on the template included in Section 11.

Q: In Section 7.B. Cost Breakdown by Cost Component: Please clarify whether the Expertise 1&2 correspond to the Task Manager and Senior Expert. Please specify whether we can add further fields of entry in the corresponding template that will refer to the expertise of the general stuff?

A: Section 7.B may be modified as considered appropriate by the Proposers as to reflect more accurately the envisaged costs.

Q: In Section 3, paragraph 3.2 Staff Time Allocation: Please specify who needs to sign the CV form (only the team leader or the expert as well) and clarify whether the 3 References that are requested are obligatory or optional.

A: CVs need to be signed by both the Team leader and the Expert. Three references are mandatory.

Q: In Section 3: Terms of Reference, pg. 23, point E. Deliverables - it is specified the last deliverable will be issued at 02.09.2013. Nevertheless, in Data Sheet DS No. 28 Expected duration of contract (Target Commencement Date and Completion Date) is 15 September 2013. Does it mean that the duration between the above-mentioned dates is for Consultant to provide clarifications concerning specific questions during the tender?

A: No. The dates indicated in DS No.28 establish the general contract framework in which various procedures may be operated. All deliverables have to be provided within the timeframe set in the ToR.

Q: In Data Sheet, according to DS no. 21 the electronic submission is allowed. In case we submit the Proposal on 12.07.2013 as pdf files protected, we understand that we must provide UNDP the password on 15.07.2013 at 17:00 (GMT+2:00). Please specify if we must send UNDP an email on 15.07.2013 17:00 with the password for the pre-submitted files?

A: The understanding is generally correct. Nevertheless, UNDP will send an email requesting the password for protected files prior to opening of the Proposals.