



**Pre-bidding Conference Minutes**  
**RFP “Creation of Job Opportunities through Business Support for Youth in the Transnistrian region (LOT1) and the Security Zone (LOT2)”**

**RfP13/00708**

**23 September 2013, 11:00**  
**Le Roi Conference Room**

**Introduction:**

The Pre-bidding conference was opened by Mr. Victor Dragutan, Project Manager, Business Development /Civil Society Project, SCBM Programme, who welcomed the participants and 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 Cornel Martiniuc, Procurement Associate, UNDP Moldova.

**Questions and Answers:**

**1. Could you please explain more about Proposal Security and Performance Security?**

**Response:** For the LOT1 of this tender process a **Proposal Security** bank guarantee of \$15,000.00 is required, with a validity of 150 days from the last day of proposal submission, certifying that the bidder's offer is available for the period of 120 days. The **Performance Security** bank guarantee in the amount of 10% of the contract amount refers only to the successful bidder who will be recommended for contracting. All the costs related to Performance Security should be included in the financial offer of the bidder. These rules are *applicable for the companies applying for LOT1 only*. Both Proposal security and Performance security should be preferably submitted in English as per templates given in the RFP. In case it is not possible, an exact translation into Romanian or Russian languages is accepted.

**2. Which are the proposal submission modalities?**

**Response:** The bidder must submit electronically or in hard copy separate proposals for each lot, in separate sealed envelopes, duly marking each of the envelopes as “Original Proposal Lot 1” or “Original proposal Lot2” as appropriate. Bidders applying for both lots should prepare two separate proposals, as the evaluation will be made per separate lots.

**3. In case of the procurement of equipment on behalf of the beneficiary when do we transfer the property rights and which is the recommended modality?**

**Response:** The winning company should support the young entrepreneurs that have received the grants (of up to \$15,000) by carrying out the procurement of the necessary goods and services, the corresponding customs clearance procedures and other necessary support services, and by ultimately transferring the respective goods/services to the beneficiary. The type of goods that are eligible for procurement should be stipulated in the technical proposal, as well as the specification of the procurement standards and regulations that will be used by the Contractor. The Contractor is expected to procure the goods/services required for each of the beneficiaries based on its internal procurement rules, eligibility criteria agreed with UNDP, as well as the corresponding business plan of each beneficiary, within the limits of each grant awarded. The modality and timing of transferring these goods to the final beneficiary should also be reflected in the technical proposal. As mentioned in the ToR, running costs are not eligible.

**4. *Is it necessary to organize a tender for the procurement of goods or services?***

**Response:** All the procurements should be made according to the bidder procurement standards and regulations.

**5. *Who is entitled to receive the grants, individuals or legal entities?***

**Response:** The beneficiaries entitled for this grants are individuals – young entrepreneurs. The Contractor should support them, if needed, in establishing a legal entity as required by the respective business plan. Beneficiaries are required to present of their own contribution in cash of 10% of the received grant, and the Contractor should support them in their efforts to identify other funds for the business.

**6. *What are the project success criteria?***

**Response:** The success criteria, as well as the methodology of monitoring and evaluation of the development of the projects should be established by the bidder and clearly reflected in the technical proposal, The bidder will be ultimately responsible for the minimization of business failure risks by close monitoring of the projects, provision of advisory support and coaching and by supporting timely adjustments of the business plan if required.

**7. *Should the selected grant beneficiaries be approved by the UNDP?***

**Response:** The selection process should take place according to the objective criteria as proposed by the bidder and approved by UNDP, and will be closely monitored by the project team. The bidder is responsible for the establishment of the eligibility criteria and should include them in the technical proposal.

**8. *In case the proposer is a consortium of two companies, who should present the Proposal and Performance security?***

**Response:** In case the proposer is a consortium of two companies, the technical proposal should comprise the consortium agreement with clearly stipulated roles of each partner and all the RFP requested documents for both companies. The Proposal and Performance security should be presented by the leading company. UNDP strongly encourages partnerships of companies from both banks of the Nistru River in applying for this Contract.

**9. *How should the promotion campaign of the project be organized? Should an expert be hired?***

**Response:** The bidder shall ensure a wide promotion campaign of the project and maximum visibility of the results achieved. The concept of the promotion campaign should be included in the technical offer. The promotion campaign should follow the visibility guidelines of the EU and UNDP. The bidder takes the decision whether there is need to hire a PR manager or there are internal capacities to ensure promotion and visibility of the project.

**10. *Is the subcontracting allowed?***

**Response:** Yes, it is allowed, and it should be included in the technical and financial offer.