

**Pre-bidding Conference Minutes**  
**RfP14/00808 for development of the eCase Information System**  
**for General Prosecutor Office**  
**18 June 2014, 11:00**  
**UN Conference Room**

**Introduction:**

The purpose of the pre-bidding conference for the RfP14/00808 is to explain important aspects related to the procurement procedures and clarify various technical aspects of the requirements.

A detailed description of the RfP process was made, highlighting the most important parts of the published document: minimum presentation requirements, general and special conditions applicable, minimum qualifications for bidders and for the personnel, submission details and deadlines, evaluation criteria and bid opening procedures. Requirements to how the electronic and hard-copy version of the bids should be prepared and submitted were also mentioned. A special attention was drawn to the amendments that were made at the tender and the importance of those changes was highlighted.

**Questions and answers:**

**Q1:** When will the proposals be open? What is the procedure of opening the bids sent via email?

**A1:** The procurements organized through Request for Proposal procedures do not imply a public bid opening. Technical proposals and financial ones are opened at different time during the evaluation. The financial offers only of the technically qualified proposals are opened once the technical evaluation process is finalized. As for the proposals sent via email, the password for the technical proposal will be requested by email after the submission deadline. Later on, an email requesting the password for the financial proposals will be sent only to those bidders which are deemed technically qualified, as stated before. It is recommended to set 2 different passwords for the technical and financial proposals.

**Q2:** Will UNDP consider an extension of the deadline for submission of offers?

**A2:** Given that a sufficient period of time was provided to the bidders to prepare the offers and that the system implementation is under tight schedule, the deadline for the competition cannot be extended.

**Q3:** When is the contract planned to commence?

**A3:** The contract is planned to commence on 15 July 2014. The implementation of the system is under tight schedule and is desired to be finalized by the end of this year. However, if the signature of the contract will be delayed, the period of implementation will be adjusted accordingly.

**Q4:** Provide details on the point nr. 26 of the Data Sheet "Statement of Satisfactory Performance from the Top 2 Clients in terms of Contract Value the past 3 years".

**A4:** Please provide recommendation letters from 2 clients with the highest value of contracts for similar tasks and complexity (development of similar information systems) from the past 3 years. Recommendation letters can be from international/national counterparts and/or private companies.

**Q5:** Will a team of experts (two or more) be accepted for an expert position in order to meet all the requirements and evaluation criteria?

**A5:** The offeror can propose a team of experts to fulfill the requirements stipulated for a key expert position. In this case a clear description of responsibilities and roles of each team member shall be

presented. During the evaluation, UNDP will assess whether such arrangement suits the needs and will score the proposal accordingly. However, the Project Manager position shall be fulfilled by one single person/expert, in order to ensure the leadership role of the team and that the overall responsibility for the entire assignment is not shared or transferred between team members.

**Q6:** What is the language of the proposal that shall be submitted? Is it required to have 2 versions of the proposal, one in English and one in Romanian?

**A6:** The proposals can be submitted either in English or in Romanian. Taking into account that the working language of UNDP is English, if the proposal is submitted in Romanian, some of its important parts might be required to be translated into English.

**Q7:** Should the financial proposal include the prices for recommended hardware?

**A7:** No, offerors should only provide the list of recommended equipment and costs for the additional hardware necessary for well-functioning of the system. The financial proposal shall not include those expenses in the total cost of the proposal.

**Q8:** Could you please provide the templates for reporting forms, mentioned in ToR? Could you please provide more details on the customs reports that are expected to be generated?

**A8:** The scanned templates of the reporting forms F-1E, F-2E and F-P are published along with the tendering documentation on the UNDP web site. Besides the above mentioned reports, it is expected that the system will allow generating customized statistic reports, based on a set of predefined criteria. The additional criteria will be defined by the Beneficiary and Supplier.

**Q9:** Is there a need to include possibility to upload and read audio and video files within the eCase system? Is it required to incorporate players for those files in the system?

**A9:** It is requested to provide the possibility to upload files into the eCase system. The system should allow uploading different types of files, e.g.: documents, photos, audio and video. For the purpose of this assignment the Supplier is not required to provide built in players to play the content attached. The system should permit downloading those files onto user's computer and it will be read through other available software. In addition, the system must provide accountability and tracking functionalities regarding all artifacts uploaded by the end users onto eCase solution when downloading them from the system.

**Q10:** Is it intended that the forms exist in both Romanian and Russian? Is it necessary to maintain templates in both languages?

**A10:** The eCase system will provide user interfaces and corresponding forms in Romanian and Russian languages for the document management component. For the case management, user management, archive and reports components the system will provide interfaces and respective forms in Romanian version only.

**Q11:** Please explain point 28, section C of the TOR. Is there a need to create a data base with all the articles? Does the system need to provide an input field, where the prosecutor can enter article number and its description or the system shall provide a nomenclature to select from? If legislation changes, who is responsible for updating the system?

**A11:** It is intended that the system will provide a nomenclature in order to select desired article by the user from the corresponding offence category.

The Beneficiary will be in charge of updating the nomenclatures from the system, however the eCase system shall provide a user friendly interface to update the internal nomenclatures and must prevent the amendment of articles within the closed and archived prosecution cases when nomenclatures update occurs.

**Q12:** Could you provide more details on bullet 4 - Other legislative acts?

**A12:** Other legislative acts to be available as nomenclatures within the eCase system are:

- 1) Constitution of the Republic of Moldova.
- 2) Code of civil procedure;
- 3) Code of criminal procedure

**Q13:** Please explain point 41, section C of the TOR.

**A13:** The response time from the system will be measured within the local area network of GPO in order to exclude VPN network latency aspect.

**Q14:** Please explain point 25, bullet 4d) of the section C of the TOR.

**A14:** This bullet should be ignored.

**Q15:** What protocol will be used during connection with other systems?

**A15:** The offerors are free to use any protocols that are interoperable and are in conformity with the open industry standards.

**Q16:** Are functional tests required as an evaluation criteria of technical offers?

**A16:** The functional tests are not required as an evaluation criteria of technical offers. However, it is expected that the Supplier will perform at the moment of delivery of the product the necessary tests to ensure the proper functioning of the system.

**Q17:** Please specify if OS licenses are required?

**A17:** If the proposed solution uses commercial software including operating system, database and other software licenses, offerors shall include these costs in the price of the offer.

**Q18:** Please specify the required type of maintenance? Is it required total, adaptive or corrective maintenance?

**A18:** The corrective maintenance is required.