



Pre-Proposal Conference Minutes
RfP14/00816
**Strengthening capacities of CSOs and LPAs on both banks of the Nistru River to
implement joint development initiatives - LOT1/LOT2/LOT3**

18 June 2014, 15:00

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 Viorel Albu, Project Manager of Community Empowerment Project who welcomed the participants and presented the team. The meeting was attended by 16 companies that expressed the interest to participate at the Pre-bidding.

The floor was given to Victor Dragutan, Project Manager, Business Development & Civil Society Support to Confidence Building Measures Programme UNDP who made a short presentation of the scope of the project. Further he made some clarifications regarding the submission and procedures requirements per each LOT and pointed out some of the important aspects like expectations, the selection criteria, rules and regulations to be applied in the process of evaluation.

The meeting continued with clarifications on administrative and procurement issues of the RFP, presented by Cornel Martiniuc, Procurement associate, UNDP Moldova.

He paid specific attention to point 26 "Required Documents that must be Submitted to Establish Qualification of Bidders" from the Date Sheet, underlying the need to submit a full package of documents for the application to be considered.

2. Questions and Answers

Questions asked during the pre-proposal conference:

1. Question: How should the consortium/ collaboration with the partner from across the river be documented?

Answer: The collaboration with a foreign/Transnistrian company will increase the chances of the applying company to win. The basic information about the partners and their roles is necessary to be included in the technical proposal, along with a declaration of partnership for the implementation of proposed activities, outlining the responsibilities and role of each partner company/organization. A very important point is that if the applying organization creates a consortium, it is necessary to present an agreement specifying which company/organization is the leader of the consortium and how the responsibilities are divided between the consortium members.

2. Question: Regarding LOT III. Should each module be attended by different representatives of LPA and local initiative groups?

Answer: Under LOT III, 3 training courses for representatives of LPAs and local initiative groups in project cycle management will be organized. Each training course will consist of 3 modules which will be attended by the same representatives from 10 distinct communities (5 communities from each bank). Per total, representatives of 30 LPAs and local initiative groups will have to be trained.

3. Question: Should the trainings be organized only in Chisinau?

Answer: The trainings can be organized in accessible locations from both banks of the Nistru River. The training venues (including accommodation/meals) should be located in (3* +) facilities that would preferably be accessible to persons with disabilities.

4. Question: When organizing trainings in venues from the left bank of Nistru River, which is the procedure of payment for the provided services?

Answer: The payment for the provided services are usually made through bank transfer to the accounts of the service company. It is important that all the information about the payment methods and the list of documents required to be discussed in advance with the services company from the left bank of Nistru River.