

Pre-Bidding Conference Minutes

Provision of training and consultancy services in ICT for local governments from Moldova

(RfP14/00820)

18 July 2014, 11:00

UN House Conference Room

Attendees: Representatives of 2 Companies from Moldova

Agenda

1. Description of the RfP document

2. Questions and Answers

1. Description of the RfP document

Purpose of the RfP: JILDP/UNDP seeks companies (hereinafter the Company) to provide training and consultancy services in the field of IT for the representatives of 30 local governments (up to 80 persons) from Moldova with the view to enhance their literacy and upgrade computer skills.

A brief description of the Terms of References document was made, covering all tasks included in the document.

2. Questions (Q) and Answers (A) addressed during the Pre-Bidding Conference

Q1. In what language should the training be provided?

The training should be provided in Romanian and Russian. The Company could decide to provide separate trainings in Romanian and Russian and group the beneficiaries accordingly, in groups of 10-15 people depending on the technical capacity the Company has. This is part of the methodology to be applied and shall be specified in the technical proposal for this bid.

Q2. Fluency in English will also be assessed according to the evaluation table. Should the trainings or the training materials, particularly for the task 3 on websites development and trainings on Content Management Systems, be provided in English as well?

The trainings will be delivered and the training materials will be developed and submitted in Romanian and Russian only. Only the progress reports for this project will be submitted to the JILDP in English.

Q3. Could the trainings be held simultaneously for different groups of people?

Yes, the trainings could be held simultaneously for different groups of beneficiaries, if the Company has the necessary human and technical resources. The Company could also decide to organize the trainings in different regions if it can prove that it has the necessary capacity and resources to do so. These details shall be indicated in the technical proposal for this bid. In any case, the Company should organize the trainings in such a way and set up a flexible schedule so that all beneficiaries would have the opportunity to take part in the trainings.

Q4. Is the Company responsible for the logistics of the trainings?

Yes, the Company will be responsible for all logistical arrangements for the trainings, including inviting the participants to the trainings (the list of participants will be provided to the Company by the JILD), accommodation, travel reimbursements, meals, etc.

Q5. Can the Company submit the application earlier than the deadline?

Yes, the applications can be submitted earlier than the deadline, respecting the procedures and requirement for submitting the applications specified in the RfP.

Questions submitted via email:

Q6. Could you please reconfirm no pre-financing is envisaged for this project? In case so – what would be the invoicing method (schedule) for this contract.

No advance payment will be made to the contracted company. The payments will be done based on the invoice submitted by the company. The Offeror can estimate the percentage to be paid for each deliverable in the Financial Proposal Form (Section 7 of the RfP), table A. Cost Breakdown per Deliverables.

Q7. What are the 30 local governments pre-selected for this project?

The list is included in the Annex for this tender.

Q8 Does UNDP envisage any fixed per diem for participants, in case those are to stay overnight in Chisinau?

Per diems will not be provided to the participants. The Company also should not cover this kind of expenditures.

Q9. Is there any fixed maximum budget for this project?

Information regarding available budget for this RfP is not available to the bidders.