



**Pre-Proposal Conference Minutes**  
**RfP14/00844**  
**Feasibility Study on Vocational Education and Training development**  
**in the Transnistrian Region of Moldova**  
**14 August 2014, 11:00**  
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 Victor Dragutan, Project Manager of Business Development & Civil Society Project who welcomed the participants and presented the team. The meeting was attended by 6 companies that expressed their interest to participate at the Pre-bidding.

Victor Dragutan made a short presentation of the scope of the project. Further he made some clarifications regarding the submission and procedures requirements 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 the **Section 3: Terms of Reference** minimum qualification requirements for companies and Task Managers.

**2. Questions and Answers**

Questions asked during the pre-proposal conference:

**Note:** The final draft of the Study should be presented for final approval to the UNDP in both English and Russian languages in electronic copy. In case of the necessity to translate the report in one of the mentioned languages, the expenses should be included in the budget.

**1. Question: Why the final presentation of the Feasibility Study on Vocational Education and Training development should take place in Chisinau, if the study is undertaken in the Transnistrian Region of Moldova? Is this a mandatory condition?**

**Answer:** The final presentation of the Feasibility Study on Vocational Education and Training development should take place in Chisinau as it is more convenient for the key stakeholders, donors and press to be present at the event.

**2. Question: Is it possible to supplement the methodology requirements presented in the ToR with some other methodologies to undertake the study?**

**Answer:** The methodology requirements presented in the ToR were elaborated in accordance with the UNDP requirements for this type of studies. These are the minimum requirements that need to be respected by the bidders. At the same time methodologies that suggest additional tools/approaches, based on the experience/views of the bidder, will be welcome and receive the corresponding points, as long as they are responsive to the minimum set of requirements as stipulated by the ToR.

**3. Question: Regarding the point 26 “Required Documents that must be Submitted to Establish Qualification of Bidders” from the Date Sheet it is mandatory to present the Latest Audited Financial Statement. Is it an obligatory condition?**

**Answer:** The companies registered in the Republic of Moldova have to present the latest Income Statement and Balance Sheet for the past 2 years which will allow to see the financial capacity of the company and the possibility to start the implementation of the project, since advance payments are not possible. In case the Service Provider is a consortium of companies, it is required to present the latest Income Statement and Balance Sheets for all companies.

The Latest Audited Financial Statement is required to be presented by the international companies.

An important remark is that the payments for the implementation of the project will be made in tranches based on the deliverables stipulated in the contract, signed between the selected company and the UNDP.

**4. Question: Is it necessary to create a new bank account for this contract?**

**Answer:** The selected company can use its own bank account, without creating a new one.

**5. Question: Can the timeframe indicated for each deliverable be modified?**

**Answer:** The timeframe indicated in the Section 3: Terms of Reference for each deliverable is tentative and it can be adjusted upon signature of the contract, if justified. However, the project activities in the technical proposal should be reflected according to this schedule.

**6. Question: Can the partner from a consortium be a Public Institution or it should be only a Non-Governmental Organizations?**

**Answer:** It is important that the partner has the research experience needed according to the minimum requirements stipulated in the ToR.

**NOTE:** The present study aims to better understand the current state of the system of vocational education on the left bank of the Nistru River and to collect quality information for the potential stakeholders. Also, proposals that include an analysis of possible risks which may occur during the implementation of the project are welcome.