



## Pre-bidding Conference Minutes Procurement of IT Equipment on Long Term Agreement basis (ITB14/00868)

26 September 2014, 10:00  
UN House Conference Room

**Attendees:** Representatives of 7 companies from Moldova.

### **Agenda:**

1. Description of the ITB process
2. Questions and Answers received during the Pre-bidding Conference
3. Questions received after the Pre-bidding Conference and respective Answers
4. Important Note.

### **1. Description of the ITB process**

Purpose of the ITB: Identification and selection of minimum two and maximum three suppliers (per each LOT) of IT and office equipment with the purpose of entering into a Long Term Agreement for a period of one year with the option to extend for two additional years, subject to satisfactory performance.

***It was highlighted that all figures indicated in the table on page 19 of the ITB document are estimations of required volumes, based on historical volume of transactions of UNDP Moldova, and are not to be taken as a guarantee of business transactions from UNDP Moldova.***

A detailed description of the ITB process was made, highlighting the most important parts of the published document: minimum requirements, general and special conditions applicable, minimum qualifications for bidders, submission details and deadlines, evaluation criteria, details of the Schedule of Requirements, Technical Specifications and required format and modality for presenting the price quotations, as well as the methodology and procedures for identifying the winners of the competition.

### **2. Questions & Answers received during the Pre-bidding Conference**

#### **Question 1: When will the evaluation process be finalized?**

**Answer:** From previous experience the evaluation and contract approval process could take 2-3 months depending on the number of offers received. UNDP Moldova plans to sign the LTAs starting from 1 January 2015.

#### **Question 2: The prices for delivery should be for Chisinau?**

**Answer:** Yes, the delivery terms are DAP Chisinau (INCOTERMS 2010)

#### **Question 3: The accessories listed in the Technical Specifications are those envisaged in the table from page 19?**

**Answer:** Not all the accessories envisaged in the table are part of the Technical Specifications. Each future order may vary depending on the specific needs. For this competition please provide only those accessories which are requested in the Technical Specifications.

**Question 4: It is mentioned that it is desirable to maintain equipment in stock in the volume of 5%, from which total volume these 5% is calculated?**

**Answer:** From the total envisaged volumes per each LOT. It is preferable to have such a volume of equipment on stock.

**Question 5: Is it possible to indicate in the offer that the requested authorized after-sale service entity will be nominated after the company is selected?**

**Answer:** No, the name and address of the authorized entity in Chisinau for warranty/guarantee repairs should be part of the offer.

**Question 6: Under LOT 1 UNDP requests Microsoft Windows 7 however starting 01 October 2014 this will not be available anymore.**

**Answer:** This is our corporate standard. Microsoft Windows 8 with downgrade to Microsoft Windows 7 will be accepted.

**Question 7: Do you have corporate licenses for Microsoft Office and Windows?**

**Answer:** UNDP possesses corporate licenses for Microsoft Windows and Office, and when the procured IT equipment will be for its own needs, no licenses will be required. Instead, when the order will be for the UNDP beneficiaries, then the specific software will also be requested. For this competition please provide price quotes for the software requested in the Technical Specifications.

**Question 8: Can we submit ISO 14001 certificate to prove the compliance with environmental requirements?**

**Answer:** Any certificate (for the products or for the companies) which proves the environmental friendly approach may be submitted.

**Question 9: What do you mean by monitor stand in the Items 3 and 4, LOT 1?**

**Answer:** It is a supplementary accessory on which the monitor and the docking station are installed. This permits to organize the space on the office desk.

**Question 10: Is it critical to have LED lighting for the Items 3 and 4, LOT 1 (notebooks)?**

**Answer:** Yes

**Question 11: Is it critical to have Auto/Air/Ac adaptor as accessories for the Items 3 and 4, LOT 1 (notebooks)?**

**Answer:** Yes

**Question 12: Should the number and the position of ports for the LOT 1 correspond exactly to the Technical Specifications?**

**Answer:** Yes, these are the minimum requirements.

**Question 13: Is there any preferences for the origins of goods?**

**Answer:** No, as far as the goods are compliant to all the qualification criteria.

**Question 14: If Bidder is submitting a Bid on behalf of an entity located outside the country should the Official Letter of Appointment be submitted in original?**

**Answer:** Such a letter (in original) is needed when the bid, submitted in hard copy, is signed by a different entity than the main applicant. An international company, however, may submit the bid electronically and in this case no additional letters are needed.

**Question 15: In case of joint venture the qualification criteria will be assessed cumulatively?**

**Answer:** The lead entity should meet the bid evaluation criteria, which refer to the company's capacity (experience, turnover). The Joint Venture should meet all the bid evaluation criteria listed in the ITB.

**Question 16: Regarding the requirements of "Details of the Bidder's storage capacity and description of stocks management practices, including stocks of spare parts" and "Details of the Bidder's after-sales service capacity and appropriateness of service network in areas of delivery", how they should be presented?**

**Answer:** A narrative description of the above should be part of the bid.

**Question 17: Which localities are meant by the evaluation criteria "Ability to deliver goods in all areas required by this ITB and acceptability of the Delivery Schedule"?**

**Answer:** For this competition only Chisinau, Moldova.

**Question 18: How should the 3 years' experience be proven?**

**Answer:** In section 6, point 1.3 the bidder should list all previous contracts relevant for this competition. There is no need to attach copies of contracts.

**Question 19: A certain budget is indicated for the consumables under LOT 2. Should consumables on the total amount of the budget be delivered by the end of this contract?**

**Answer:** These are envisaged volume of consumables for the 3 years contract period. For this specific tender you have to offer only the prices for the equipment and consumables that are requested in Section 3 – Technical Specifications. In addition, for each item under LOT 2, Bidders shall provide the list of recommended consumables (cartridges) and replacement parts, including their current prices, required for the printing/copying of the number of standard A4 black and white and/or color pages indicated in table 2B of Section 7 – Price Schedule Form.

**Question 20: Who will be responsible for the installation of the equipment, especially for the LOT 2?**

**Answer:** Supplier is responsible for the installation and configuration.

**Question 21: What exactly do you mean by initial start-up and training on page 22 of the ITB?**

**Answer:** The supplier shall be responsible for the installation of the equipment and provision of brief basic training on the functionality of the equipment. No special instructions/handouts are needed.

**Question 22: For the Item 3, LOT 2 it is requested stapler capacity of 250 sheets, is it an error in this specification?**

**Answer:** No, there is no error.

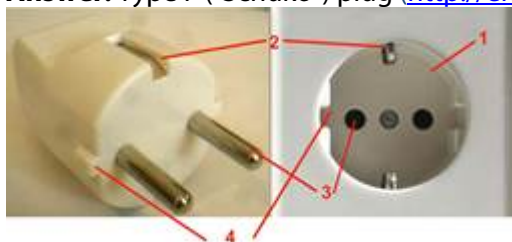
### 3. Questions received after the Pre-bidding Conference (as of 03/10/2014) and respective Answers

**Question 23: Please confirm the "Brand Name" (if required).**

**Answer:** The technical specifications are generic. Any brand is acceptable, as long as it conforms to the requirements of the ITB.

**Question 24: Please clarify the type of socket, if you have the pictures kindly send us.**

**Answer:** Type F ("Schuko") plug (<http://en.wikipedia.org/wiki/Schuko>)



**Question 25: Please clarify the required electric Volt (110 V, 220 V)**

**Answer:** Line voltage specification: 220V, 50Hz.

**Question 26: In case of shipping the goods by ocean, please kindly advise the nearest port?**

**Answer:** Odessa, Ukraine or Constanta, Romania.

**Question 27: In the technical specification for desktop computer and notebook, I have found "USB Keyboard US English / Russian" for accessories. Is it mandatory to support both US English and Russian? Or just US English is acceptable?**

**Answer:** US English / Russian is mandatory.

**Question 28: In the technical specification for monitor, I have found "Port: USB 2.0". Is it mandatory to provide monitor equipped with USB port?**

**Answer:** Yes, USB port is mandatory.

**Question 29: For the monitor, 23.6" is acceptable?**

**Answer:** No.

**Question 30: Section 6 – Technical Bid Form, point 1.2. "Financial Capacity: Based on the latest Audited Financial Statement (Income Statement and Balance Sheet) describe the financial capacity (liquidity, stand-by credit lines, etc.) of the bidder to engage into the contract. Include any indication of credit rating, industry rating, etc.".**

**Please confirm that it is sufficient to present the Financial Balance Sheets of the company to meet this condition. The information required in this point (liquidity, stand-by credit lines, etc.) can be extracted from the Financial Balance Sheets.**

**Answer:** Section 6 provides a template for Bidders to present the required information in a unified format. Narrative descriptions requested therein would help UNDP to evaluate the various Bids in an efficient way. It is preferred that Bidders present the information as requested.

**Question 31: Taking into account BDS point 32 – F34, Criteria for the Award and Evaluation of Bid, Minimum three years of experience in similar contracts, as well as the requirement of Section 6, point 1.3. Track Record and Experiences: Provide the following information regarding corporate experience within at least the last five (5) years which are related or relevant to those required for**

**this Contract.", please confirm that Bidders must present information regarding similar experience in the past three years, in accordance with the requirement of the BDS.**

**Answer:** Yes, in accordance with BDS point 26, Bidders shall provide a list and value of major contracts of similar nature and size successfully completed in the past three years, including contact details of clients, who could be contacted for reference purposes.

**Question 32: BDS point 26 "List of value of major contracts of similar nature and size successfully completed in the past three years, including contact details of clients, who could be contacted for reference purposes"**

**Query: Is it sufficient to mention the required information except the financial values of the contracts?**

**Answer:** Any information submitted by Bidders to UNDP shall be treated with strict confidentiality. It is preferred that Bidders provide past contract amounts in order for UNDP to assess whether the Bidder has previous experience in handling similar contracts. If, however, confidentiality arrangements prevent the Bidder to disclose exact amounts of contracts, the Bidder can indicate the range in which the respective contract falls: below 100,000 USD, between 100,000 USD and 500,000 USD, above 500,000 USD etc. Please note, that UNDP reserves the right to perform inquiries and reference checking with the Bidder's previous clients.

**Question 33: Clause 19. JV, Consortium Association. In ITB you specified the following "All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP", but during pre-bidding meeting we understood that only Leader of JV/Consortium will be qualified. Please clarify this point once again.**

**Answer:** As stated under the same clause, the description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the ITB, both in the bid and in the Joint Venture Agreement. The phrase referred to above, merely states that UNDP will assess the eligibility and qualifications of each entity included in the Joint Venture. According to the answer provided under question 15 above, the JV leader should meet the bid evaluation criteria, which refer to the company's capacity (experience, turnover). The Joint Venture should meet all the bid evaluation criteria listed in the ITB to be deemed technically qualified.

**Question 34: Technical Specification LOT 2, Item 2: Laser Color Multifunctional Printer. Does print quality refer to enhanced or optical resolution?**

**Answer:** Print quality refers to optical resolution.

#### **4. [Important Note](#)**

Based on questions received from prospective bidders before, during and after the pre-bidding conference, and in order to avoid any misunderstandings with regards to this competition, UNDP Moldova is providing additional explanations, as follows.

UNDP Moldova envisages entering into a Long Term Agreement (LTA) with minimum two and maximum three suppliers (per each LOT) of IT and office equipment. An LTA is a "standing offer agreement" between UNDP and a supplier with no legal obligation to order any minimum or maximum quantity. Call-offs against the signed LTAs shall be made as needs arise by means of placing a Purchase Order with the winner of a secondary bidding exercise among all LTA holders under the respective LOT. For detailed description of this process, please refer to Chapter C of Section 3a of the ITB document. Therefore, Bidders should not expect that UNDP Moldova will order at once the full quantities of equipment indicated in the table on page 19. As explained above, those figures are estimations of required volumes, based on historical volume of transactions of UNDP Moldova, and are not to be taken as a guarantee of business transactions from UNDP Moldova. Orders will be made as needs arise, and during the 3 years period of the LTA total quantities of each type of equipment may vary.

Based on statistics of orders made by UNDP Moldova during the last 3 years, the quantities of items in each order, as well as the combination of these items in each order, vary substantially – from 1 unit and up, based on need. During the past 3 years UNDP Moldova organized 26 secondary bidding exercises for items under LOT 1 and 15 secondary bidding exercises for items under LOT 2. In approximately 70% of cases the quantities of the various items contained in a request for quotation ranged between 1 and 10 units.

In order to have a streamlined comparison of prices among different Bidders, UNDP Moldova is requesting that Bidders indicate **unit prices** for the items in Table 1 and Table 2A of Section 7 – Price Schedule Form. Such unit prices shall be based on DAP delivery, all-inclusive, and Bidders shall take into account the envisaged volume of purchases presented in Section 3a, as well as the description of orders presented above, when pricing their bids. To make this clear, UNDP Moldova has amended Section 7 – Price Schedule Form.

Bidders are requested to use the Amended Section 7 – Price Schedule Form when submitting their Bids.