

**Pre-Proposal Conference Minutes**  
**For RfP15/01022: Study on the Business Development Services market on both banks**  
**of the Nistru River**  
**15 June 2015, 10:00**  
Le Roi Business Center, 3<sup>rd</sup> floor Conference Room

**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 Project who welcomed the participants.

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. In addition, it was underlined, that the evaluation process is based on the scoring grid, which is presented in the **Instructions to Proposers** of this Request of Proposals.

**2. Questions and Answers**

**Note: The main objective of the service is to conduct an in-depth analysis of the Business Development Services market on both banks of the Nistru River, and present a set of recommendations on further development of the sector.**

**Also, while applying for the tender in consortium with other companies, be careful not to include in your partnership agreement any information that might disclose the details of the financial proposal, as it would lead to disqualification of the application.**

**1. Question: Is it necessary to include a template of questionnaires at the stage of application to the tender?**

**Answer:** Yes, the inclusion of draft questionnaires in the tender proposal is welcome, and would help the applicant get additional points.

**2. Question: Which is the difference between interviews and the online survey to be carried out within the field research activity?**

**Answer:** The number of interviews to be conducted with business representatives is quite limited; the online survey could gather much more participants and provide more information regarding the Business Development Services from private and public sector on both banks of the Nistru River. Besides the free web tools, UNDP has a software that could be provided to the Contractor for use to carry out this survey for this contract

**3. Question: As UNDP has work experience with companies from the business sector, is there a database with all companies that could be included in the interviews?**

**Answer:** The expectation is that the Contractor proposes a list of companies, as they are expected to have good knowledge of the market. UNDP will support this effort by sharing its own contacts, but the main responsibility lies on the Contractor.

**4. Question: Are focus group meetings expected to be organized on both banks of the Nistru River? Should the participants of the focus group meetings be selected from the interviewees and opinion survey respondents?**

**Answer:** The focus group meetings should be organized in collaboration with the consortium companies and the venue of the meetings should be suggested in the tender proposal. The participants could or could not be from the list of interview and opinion survey respondents. The selection approach must be presented in the tender proposal and at the implementation stage approved by UNDP.