

Pre-proposal Conference Minutes
Development of the eCaseLaw Information System for the Constitutional Court of the Republic of Moldova (RfP15/01072)

“Strengthening Rule of Law and Human Rights Protection in Moldova” Project

25 August 2015, 11:00
UN House Conference Room

Attendees: Representatives of UNDP project staff. “Alfa Soft” from Moldova, and Constitutional Court of Moldova.

Agenda:

1. Description of the RfP process
2. Description of ToR
3. Questions and Answers

Description of the RfP process

The purpose of the pre-proposal meeting for the **RfP15/01072** is to explain important aspects related to the procurement procedures and clarify various technical aspects of the requirements.

A detailed description of the RfP process was made, highlighting the most important parts of the published documents, submission details and deadlines, Technical and Financial 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.

Other important issues addressed during the Pre-proposal conference were:

- Special attention was paid to the deadline for submission – 1st of September, 16:30, Moldova time, Proposals should be submitted in time, late submissions will result in disqualification;
- Offers can be submitted either in hard copy or electronically. Incomplete offers shall not be examined;

- All documents to be submitted are specified in the bidding documents. Offers which do not meet the minimum qualification criteria will be rejected;
- The evaluation will be based on Combined Scoring Method, using the 60%-40% distribution for technical and financial proposals, respectively, where the minimum passing score of technical proposal is 70%. The Contract will be awarded to the offer which will gain the highest combined score;
- The 3 main system components have been mentioned:
 - 1) Documents Management;
 - 2) Case-law Compendium;
 - 3) Case Management.
- The deadline for submitting requests for clarifications or questions is 7 days before the submission date, 25th of August 2015, 23:59, Moldova time.

Questions & Answers received during the Pre-Proposal Conference

Question: Is it necessary to organize the transfer of historical information into the new system?

Answer: No. The eCaseLaw management information system will contain new upcoming documents. The historical information shall remain archived on the webpage of Constitutional Court.

Question: Will the eCaseLaw system interact with other systems?

Answer: No. This system has to operate autonomously.

Question: What is the currently existing technical platform?

Answer: Currently a content management system (CMS) is used as a web portal that hosts Constitutional Court's decisions and other information related to its daily activities. The CMS name is "FusionPress" that is based on PHP scripting language.

Question: What equipment is foreseen for using the software?

Answer: The equipment will be purchased according to system specifications, which should be submitted as part of the proposal.

Question: Referring to contract period, why is it so short and will it be extended?

Answer: The duration of the contract is dictated by the period of implementation of the project. Extension of deadline is not foreseen at the moment.

Question: Where will be held the trainings and who will be responsible for their organization?

Answer: The Constitutional Court and UNDP will be responsible for all organizational arrangements.

Question: The ToR specifies that 50 users will have to be trained. Will they all represent Court employees?

Answer: This is an internal management issue and the Court will ensure the attendance of employees to the training. The organization of two groups is envisaged.