



ENERGIE ȘI BIOMASĂ

Resurse energetice alternative pentru Moldova



Pre-proposal conference
Design and Development of two web pages for biomass based energy promotion
RFP15/01095
14 September 2015, 14:00
LeRoi International Business Center, 29 Sfatul Tarii str., of.305, Chisinau

| Participants | |
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| 7 representatives of 4 companies attended the meeting | |
| UNDP Moldova | |
| 1. Mihai Maciuca | MEBP Procurement and Contract Management Officer |
| 2. Ina Zglavuta | MEBP Media and Communications Officer |
| 3. Igor Catruc | Technical Consultant |

Background:

On 03 September 2015 UNDP Moldova issued a Request for Proposal for “**Design and Development of two web pages for biomass based energy promotion**”. The deadline for submission of the proposals is 29 September 2015, 16:30 local time. The purpose of the Pre-bidding Conference is to inform interested service providers on the procurement procedures and to respond to the questions of the participants.

According to the Request for Proposal the interested organizations shall provide their offers for re-designing and re-building the existing MEBP’s webpage www.biomasa.md as well as develop a new B2B and B2C web platform.

The participants of the Pre-Proposal Conference were warned that the proposals should be presented in 2 separate envelopes; first should include operational and technical documentation and Proposal form; the second should include the price schedule/financial proposal. If sent by email, technical proposal shall be separated from the financial proposal and both files must be password protected.

Specific attention was drawn on the fact that Proposers should specifically indicate in their technical proposals which are the most significant projects undertaken in the past indicating at least 5 web sites that are the most representative of their work. In addition, Proposer are required to submit a draft design of the proposed web-pages and a demo of the proposed Content Management System (CMS) based on which the evaluators could assess the flexibility and simplicity of use of the CMS. The Demo should only include some basic functions and the credentials for accessing the Demo should be included in the proposal.

The expectation is that the CMS should be very user friendly, simple in operation and should not require advanced IT skills and knowledge to work with. Both platforms should be flexible to easily accommodate new features that may be needed in the future.

Moldova Energy and Biomass Project

The content for the webpages will be provided by the MEBP. However, for www.biomasa.md the winning contractor will be also responsible for migrating the content from the old platform to the new one. During the development stage, the contractor will assist the project team in uploading the content onto the webpages, yet after the websites launch it is expected that the project team should be able to manage the content without the contractor's involvement. This is why a simple and intuitive CMS is required.

The staff CVs should specify the past projects in which each of the proposed persons worked before, explicitly indicating the role in the project and the result, making reference to the actual webpage were possible.

Upon accomplishment of web pages development stage, the contractor will be required to provide training to the beneficiary's staff as well as maintenance services for a period of 2 years after the web sites' launch. Maintenance requirements are specified in the ToR. However, concerning the hosting requirement it was specifically underlined that it may be offered on the contractor's servers or on dedicated third party servers, but in any case the contractor will be directly responsible for backing-up the information and restoring the functionality of the webpages in case of failure.

Also, referring to the procedure of filling in the Financial Proposal Form, offerors **are not allowed to modify the section A** (Cost Breakdown per Deliverables). However, section B is meant to give details on how the price of each deliverable is formed. This means that for each deliverable indicated in Section A of the Price Schedule should be provided a Breakdown per Cost Component following the table given in Section B. In this specific case there are 6 deliverables for which Proposers should provide 6 Cost Breakdown per Cost Component tables (section B) respectively. Yet, the format shown in Section B is suggested for use as a guide including specific expenditures, which may or may not be required or applicable but are indicated to serve as examples. Consequently, Proposers may modify the Section B as it may be necessary to better reflect the costs included in the overall price.

Questions and answers:

Q: Is there a preferred HTML editor that should be incorporated into the CMS?

A: No. There is no preference. The editor should be simple and to maximum extent reflecting the WYSIWYG principle (What you see is what you get).

Q: Is it foreseen integration of Monetization instruments into the webpages?

A: At this stage no monetization is required. The sites should be flexible to allow their integration in the future.

Q: What's the estimated accessing rate of the web pages?

A: There is no exact estimation of the accessing rate, however considering the specific of the sites it is expected that the access rate will not be among the highest in the country.

Q: Are there any restrictions to using open-source or proprietary programming languages? The ToRs make reference to PHP - how about other languages such as Microsoft .NET?

A: Preference was given to PHP due to the fact that it is an open source platform and gives more integration flexibility. It is also stated in the ToRs that other platforms/languages may also be used as long as all the licenses for the use of platforms are provided for an indefinite usage period and would not require additional funds for license renewal after the contract signature. In any case, if the proposer decides on using other programming language or platform it must give a justification reasoning its use.

Q: Is it the same team that will manage both sites or there will be different teams?

A: There will be one team that will manage both sites.

Q: How much training do you expect that will be required for the persons managing the sites?
A: There is no expectation of a specific amount of training. The proposers need to estimate by their own the amount of training based on their previous experience and depending on the simplicity of the websites management.

Q: Is it mandatory to bid for development of both sites, or it is allowed to bid for one site only?

A: It is mandatory to bid for both sites. Partial bids are not permitted.

Q: Will it be necessary to include reporting instruments that will generate statistical data on the number of visitor or the number of new registrations, etc?

A: Yes. Statistical analysis and report generating instruments are required.

Answer to queries received by email:

Q: Referring to art. 19. of the Instruction to Proposers "Join Venture, Consortium or Association":

- *In case the Proposer is participating as a Consortium, does it need to include a Joint Venture/Consortium agreement in the proposal?*

- *In case the Proposer is participating as a Consortium, what the contract signature procedure?*

- *In case the Proposer is participating as a consortium, does it affect the chances of winning the tender?*

A: The Proposers participating as consortia must include in their proposals the consortium agreements expressly indicating expected role of each of the entity in the joint venture in delivering the requirements of the RFP and the designated Lead Entity (Lead Member) vested with authority to legally bind the members of the joint venture jointly and severally. The lead entity shall sign the contract for and on behalf of all other member entities. All Technical Proposals are evaluated on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet (DS no. 32).

Q: Referring to "Section 3: Terms of Reference (TOR)" - Implementation timeframe what does the abbreviation "W1, W2...-W13", stand for?

A: "W" stands for Week. W1 = week 1; W 13 = week 13.

Q: Referring to the "Instruction to Proposers -DATA SHEET", the "Expected duration of contract" is October 2015 - November 2017". Please clarify whether this is the period for the websites' development only or this timeframe also includes the websites maintenance period?

A: The Expected duration of contract specified in the Data Sheet includes the websites' development period and the maintenance period that will be required for and estimated time of 24 months after the launch of websites. Websites' development stages are specified in Section 3 "Terms of Reference", Implementation Timeframe and should be accomplished within the 12 weeks and 13 weeks respectively for each web page as specified therein. Both pages must be developed in parallel.

Q: referring to "Section 6: Technical Proposal Form", paragraph 2.4 "Subcontracting" and 2.8 "Partnerships", do these notions have the same meaning as the notion "Consortium"?

A: No. These all are different notions.