

## **Pre-bidding Conference Minutes Procurement of Crime Scene Investigation Kits and Tools (ITB15/00956)**

**16 March 2015, 11:00  
UN House Conference Room**

**Attendees:** Representatives of 2 companies from Moldova and 1 from Romania (via Skype).

### **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

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

The purpose of the pre-bidding conference for the ITB15/00956 is to explain important aspects related to the procurement procedures and clarify various technical aspects of the requirements. It was highlighted that this tender is a re-launch of a previous competition, the previous tender was cancelled due to the fact that all the costs of the received bids exceeded the available budget. Therefore it was decided to revise and re-launch the competition. Details of the previous tender can be found on the UNDP web page: <http://www.undp.md/tenders/details/902/>.

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, bid security requirement, 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.

### **Important issues addressed during the pre-bidding conference were:**

- Offers can be submitted either in hard copy or electronically. If the bidder chooses to submit an electronic offer, the files shall be password protected. The password will be requested from the bidder after the deadline for submitting the offers and will be used for the public opening of bids;
- Details of the required documents that must be submitted;
- A bank guarantee shall be submitted in original. A certified copy of Bid Security can be attached to the bid, if the bid is submitted in electronic form by email; the original Bid Security must reach the UNDP Moldova office not later than 3 working days from the deadline for submission of bids. Failure to comply with this requirement may be grounds for disqualification of the bid.
- "Section 7: Price Schedule Form" should be carefully filled out, the price per unit should be provided and as a separate line the cost of delivery of the required goods should be provided;
- The Data sheet provides the specific requirements of the ITB, if discrepancies arise between data sheet information and other ITB sections, the data sheet is given preference.
- The list of goods to be procured contains 17 items, describing the minimum requirements for each item. The requested items may differ depending on manufacturer, certain positions can be replaced (if necessary) by alternative goods with similar characteristics and functionalities ("similar to" notice).
- The deadline for submitting requests for clarifications or questions is 10 days before the submission date (by 25 March 2015).

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

**Question 1:** Logistics - should the requested goods be distributed through the Republic of Moldova or should be distributed through Chisinau?

**Answer:** The goods shall be delivered at one sole address in Chisinau (Moldova). In case the need for another distribution scheme arises, the beneficiary institution will arrange it directly with the supplier outside the scope of this contract.

**Question 2:** The Lot includes 17 items, what is the evaluation method? Will the offers be evaluated per each item separately?

**Answer:** The technical evaluation will be done per item, but the financial evaluation will be done for the whole lot, based on the lowest price among the technically qualified bids.

**Question 3:** This competition was launched last year in October 2014, what was the result of evaluation process, was there a winner selected?

**Answer:** The previous tender included 2 lots, for the second lot a winner was selected and the company was contracted. Referring to the first lot, the competition was cancelled due to high costs of the received bids, which exceeded the available budget of the Project. Therefore it was decided to revise and re-launch the competition, conduct additional negotiations with the donor to secure resources for this procurement; the procurement method was also changed and several new items have been added.

**Question 4:** It is mentioned that the provider should have minimum 3 (three) years of experience in similar contracts and minimum annual turnover of 1 Million US Dollars for the past 2 years? At what extent are accepted offers that do not fully comply with the mentioned requirements?

**Answer:** Referring to experience, in case it is a new company, but the director has previous experience in requested area or there are staff members who have proven experience in this kind of contracts, the offer might be deemed eligible. As a general rule each offer is to be analyzed individually. As for the turnover, it is expected that the bidder possesses the requested turnover. Minor deviations may be accepted in this case, e.g. if for one year the company had a lower turnover (for instance, USD 900,000), and the second year – a higher turnover (for instance, USD 1,100,000), the bid might be deemed eligible.

**Question 5:** The ITB stipulates the maximum delivery time of 60 calendar days, considering the particularity of goods to be delivered the provider might exceed the mentioned period, what would be the penalty?

**Answer:** The delivery time indicated is considered sufficient for this type of goods. In case of delay, the applicable penalty shall constitute 0.15% from the cost of delayed item(s) for each day of delay.

## **3. Questions received after the Pre-bidding Conference (as of 20 March 2015) and respective Answers**

**Question 6:** ITB foresees that all items will be awarded to only one supplier as one Lot. However, taking into account our experience, it might happen that bidding all items as one Lot could increase the total financial offer, bearing in mind the following: items 1-5, 7-10, and 12-14 could be quoted by most of the suppliers specialized on crime scene investigation consumables; items 6, 11 and 17 are specific products, which are produced by manufacturers with a larger production line and which are not dealing with the supply of crime scene investigation consumables; the same arguments could be invoked in case of items 15 and 16, which are at the same time products of a larger use.

**Answer:** UNDP has carefully considered the suggested proposal of splitting the requirements into several lots. Splitting requirements into lots and awarding multiple contracts would imply additional contracting procedures, increased administrative costs at all stages (i.e. evaluation, approval, contract management stages) and processing time. Therefore, it is preferable to contract one sole supplier. The current ITB is focused on awarding the contract to only one supplier for all 17 items. Taking into account

our previous experience with similar procurements, we have sufficient information that there are suppliers able and ready to deliver all required goods as one Lot. Bearing also in mind that these items are specialized goods and equipment, it is more appropriate and cost efficient to deal with only one supplier.