



Minutes of the Pre-Bid Conference for

RfP21/02224: Company/organization, or consortium of companies/organizations to support women-headed households in 4 target districts (Nisporeni, Calarasi, Basarabeasca, Leova), ATU Gagauzia, the Security Zone and Transnistria region through a non-refundable non-cash support mechanism

March 26, 2021, 10:00 AM

Online, Zoom platform

Ref. no: RfP21/02224

Agenda:

- I. Presentation and description of procurement procedures and technical requirements
- II. Questions and answers

I. Presentation and description of procedures

The Pre-bidding conference was opened by *Mrs. Victoria Ignat, ResComWomEmp Project Manager*, who welcomed the participants and introduced the members of UNDP team present at the meeting: Mr. Anatolie Risina, Project Officer on Environment; Mrs. Tatiana Craciun, Project Officer on Capacity Building and Gender, Mrs. Liuba Brinzoi, Project Administrative/Finance Associate, Mrs. Cristina Gnaciuc, Procurement Associate.

She welcomed and thanked the representatives of the companies for their presence and interest in the tender and has made an overall presentation of the assignment, specifically focusing on Section 5. Scope of Works, while *Mrs. Cristina Gnaciuc* has presented in detail the RfP process, highlighting the most important parts of the published documents, submission details and deadlines. She also presented the tender's conditions and requirements, especially Sections 3, 4 and 6.

The **Section 3: Bid Data Sheet** conditions were highlighted as follows:

- The bid must be presented in English language, apart from documents that are issued or approved by the national authorities (e.g. Certificate of Business Registration, Financial Balance Sheets etc.);
- The bids must be valid for a period not shorter than 90 days. This is the period UNDP is obliged to take a decision and inform the bidders on the tender results;
- Bids must be submitted in US Dollars. Also, this will be the currency of the contract;

- The Bids may be submitted via e-tendering platform only. After deadline expiry, the system will automatically close, and no more offers will be accepted. Bidders are encouraged to register and upload their offers at least **one day before the deadline**, to avoid last moment technical issues that could impede them successfully submit their offers. For easy reference, on the tender announcement page, besides the PDF application guides, there are available videos in Russian and English to help bidders with the electronic submissions: *e-Tendering Resources for Bidders*
<https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

In case any other technical issues or errors occur during the submission process, the Bidder is encouraged to send a screenshot by email to the contact person.

In case you are not registered, you may access the system by using ID "event.guest" and password "why2change" in order to view the bidding event and the supporting documents, however, this will not allow you to bid, unless registered.

- All the clarifications must be submitted not later than 3 days before the tender deadline. In case your questions will be considered relevant for other bidders, the questions, with their respective answers (without disclosing the source of questions) may be published for the use by other bidders. By this the "Fairness, integrity and transparency" procurement principle is respected – all the bidders have access to the same information;
- The required documents are presented in logical order and the Bidders are encouraged to follow the same logic when preparing their applications;
- Any relevant changes to solicitation documents will be reflected in official amendments published on the RfP announcement pages.

Referring to **Section 4. Evaluation Criteria**, it was underlined that this section reflects the minimum ELIGIBILITY and QUALIFICATION requirements to be met by the bidders. The Bidders are encouraged to pay careful attention to the eligibility criteria in order to determine if they qualify for this tender.

With regard to **Section 6. Bidding Forms**, it was made an overview of Forms to be filled in:

- **Form A** is a self-declaration which states that Bidder is not declared bankrupt, has not identified any conflict of interests' situations and that bid will be valid for the required by the RfP period (i.e. 90 days). No alterations are accepted to this form. It must clearly indicate the RfP number and title and must be signed by the legal representative of the company and duly stamped.
- **Form B** must present information about the Bidder. Bidders are encouraged to present the supporting documents in PDF format, combined logically and dully numbered (in doc title/name), so that a structure is visible.

- **Form C** must be filled in only if a bid is submitted on behalf of a consortium or association, otherwise it must not be presented. In case of consortium/association Form B must be filled in for each partner.
- **Form D** must reflect the history of non-performing contracts within the last 3 years (if any), the litigation history within the last 3 years (if any), regardless of status (accuser or accused), must list previous relevant experience of similar scope and complexity completed within the past 5 years, incl. client and contract details; as well as assignments in progress and their estimated delivery date. The Form must also provide the Bidder's financial standing by presenting relevant information from balance sheets for years 2020, 2019 and 2018. Balance sheets for each fiscal year must be inserted in the application package, too. No alterations are accepted to Form D.
- **Form E** must be filled in to provide details on the Bidder's qualification, capacity and expertise, the Proposed Methodology, Approach and Implementation Plan as well as information on the Management Structure and Key Personnel. This form must be signed by the legal representative of the company and duly stamped. Bidders are encouraged to use unaltered the template for CV of Proposed Key Personnel listed under Section 4. Evaluation Criteria. Please, ensure that the CV reflects not only incumbent's qualifications and experience, but also provides names and contact details of at least 2 reference persons. UNDP reserves the right to contact those persons into the purpose of due diligence exercise. Please, pay attention to the fact that CV's must be signed only by the referred persons and not bidder's director or administrator.
- **Form F** and **Form G** will form Bidder's Financial Proposal. The amount of proposal shouldn't be shown anywhere in the Technical Proposal and only in the **password protected** Financial Proposal. Failing to comply with this requirement is subject to Bid disqualification. At the same time, in the eTendering system the amount indicated should be 1 (one).

The Bid must be **calculated in US dollars** currency. According to contract provisions, the unit prices are fixed and are not subject to any variation whatsoever (currency fluctuation, increase of market prices, increase of any taxes etc.), that is why Bidders are encouraged to rethink and include all the costs associated with any risks for the implementation of this contract.

Also, to pay attention to the fact that the **financial proposal shall be VAT 0%**. The envisaged project is of technical assistance and falls under international treaties to which Moldova is a party and as a confirmation, the Contractor will be provided with confirming letter. This means that the contractor will benefit from the 0% VAT reduction for the services provided under this contract.

N.B. The Financial Proposal Form can be adjusted as per Bidder's technical proposal by adding/deleting any budget sub-categories which seem relevant, except for the last section *IV. Value of support to be provided to women beneficiaries and NGO partners* which shall remain unaltered. The respective amounts are to be included in the Total Budget of the Proposal.

Further on, Mrs. Ignat made a short presentation on the Terms of Reference for the announced RFP and encouraged the attendees to address questions/comments regarding procurement procedure or technical aspects.

II. Questions and answers

Question 1: The companies not registered in the Republic of Moldova are eligible to apply?

Answer: Yes, they are. The Bidder must be an officially registered legal entity in accordance with the legislation of the country in which the applicant is registered. The Certificate of Business Registration must be attached to the application package.

Question 2: Please provide more details on the grant beneficiaries (e.g. age, status etc.)

Answer: As provided in the Terms of Reference, 60 women-headed households will benefit of support under the current RfP. A set of eligibility criteria was developed and endorsed by the Project Board during the 1st year of project implementation which will be further detailed and finalized in collaboration with the selected Contractor, as also mentioned in the ToRs.

Question 3: Should there be included a specific number of days for the key experts?

Answer: No. The workload of each expert is at the Bidder's discretion within the general timeframe provided in the Terms of Reference.

Question 4: Is it possible for a Consortium of 2-3 legal entities to apply?

Answer: Yes, it is. In case of Consortiums, the duly filled-in and signed Form C (Joint Venture/Consortium/Association Information Form) shall be accompanied by a Letter of intent to form a joint venture OR a JV/Consortium/Association agreement as per RfP specifications.