

**Minutes
of the pre-bidding conference
UNFPA/MDA/RFP/2021/004 -development of the Informational System on Population and Migration
Statistics of the National Bureau of Statistics in the Republic of Moldova**

Date/time: July 22, 2021, 10:00 a.m. (Moldova local time)

Place: online via ZOOM platform (Link:

<https://unfpa.zoom.us/j/86241131162?pwd=WTMvaVBCTnpDbFBVTy8wMTRpYUpkUT09>

Meeting ID: 862 4113 1162

Passcode: 34741969

Meeting language: Romanian

Participants:

1. Igor Condrat, UNFPA Project Officer on administrative data & statistical population register
2. Luminita Arama, UNFPA Project Administrative and Finance Associate / Procurement Focal Point, *Minutes taker*
3. Diana Selaru, Operations Manager, UNFPA Moldova Country Office
4. Ion Amarfii, UNFPA Individual Consultant (IC)
5. Aurelia Spataru, Deputy General Director, National Bureau of Statistics
6. Dorin Gritcan, Representative of the Esempla Company
7. Tatiana Bacheeva, Representative of the Deeplace Company

As an introduction, Aurelia Spataru and Ion Amarfii presented the general concept of the Informational System on Population and Migration Statistics and the expectations of the main beneficiary – National Bureau of Statistics in the Republic of Moldova. For informative purposes, the presentation is enclosed.

Questions received before the pre-bidding conference:

1. from Bob Segijn, HSB identification B.V.

Question: We have read the tender documentation and were wondering if you could confirm that for this system no biometric are included? If so, why are no biometrics included?

Answer: We hereby confirm that biometric data is not be collected or stored in the Informational System on Population and Migration Statistics. The biometric data are not required for the calculation of statistical indicators or for the authentication of authorized users.

Questions received during the pre-bidding conference:

Question 1: There is one requirement stipulated in the Request for Proposal that the Bidder must have experience in software development in health sector. Is it required or it is an error?

Answer: Experience in software development in social, health sector is desirable. We are looking for a company that has experience in development of state registries that would include data analyses solutions, digital intelligence.

Question 2: Regarding the key experts required, there are 6 experts indicated on the page 17 of the RFP, including 3 Software Developers, but at page 38 there are specified other kind of experts as Business Analyst, Program Manager etc. Which are the correct team of experts that shall be mentioned in the technical offer?

Answer: The team of experts indicated in the Technical Evaluation Criteria Table on page 17 is the minimum requirement for evaluation purposes. It includes the key experts. Experts will be assessed as per the qualification requirements included in the ToR. The Bidder must propose a team of experts that is required for the implementation of the technical offer and to submit also the CVs of proposed experts. Obviously, such a complex assignment cannot be implemented only by 5-6 key experts. Therefore, you are to include the key experts along with other specialists (non-key experts) that will also contribute to the implementation of the project. In conclusion, the technical offer has to include all members of the implementation team.

Question 3: Please clarify the terminology and definition for the word “Contractor” used in the solicitation documents.

Answer: The “Contractor” means the Service Provider, i.e. the company that will be contracted to provide the services of development of the Informational System (i.e. the winning Bidder). The professional services contract will be signed between UNFPA and the Contractor (Service Provider). There is a misunderstanding as the word “Contractor” has a different meaning in Romanian language. The final beneficiary of the Informational System is the National Bureau of Statistics.

Question 4: The implementation modality shall be agile or waterfall or shall we propose other method?

Answer: It is up to you to propose the methodology which you consider best to obtain the best results (it may be even hybrid).

Question 5: Is the planned budget in range of 150,000.00 USD-175,000.00 USD or it might be higher?

Answer: The budget range indicated is an estimation made by UNFPA as per the technical requirements and available financial resources. The financial proposal of the Bidder must be in line with the Bidder’s technical proposal and shall include all the costs required for its implementation to ensure a qualitative end product.

Question 6: As per the RFP requirements, audited financial statements are required. Is it required to be audited or it is enough to have them signed and stamped by our accounting department?

Answer: If your company had been audited than it is encouraged to provide the audited financial reports. If not, then the financial statements stamped and signed by your accounting department must be submitted. In case of the companies registered in the Republic of Moldova, these financial statements are also submitted to National Authorities (NBS, Tax Office). The financial statements are required in order to assess the financial stability of the Bidder. It is important to have accurate financial statements so that to calculate and verify the financial indicators.

Question 7: In case we have other questions during the process of preparing the technical proposal, who is the most relevant person to be contacted and where this question may be send?

Answer: The deadline for submitting questions and asking for clarifications as stipulated in the RFP is today, 22 July 2021, 16:30 (Moldova local time). Questions must be sent in written by email to Luminita Arama at arama@unfpa.org. No other questions will be accepted after this deadline as per the conditions of the present RFP. We will collect all questions submitted within the deadline and publish them together with Minutes of the Pre-Bidding Conference on UNGM in order to ensure transparency of the process and equal conditions for all potential bidders.

Question 8: As technical requirements are very clear and detailed, how shall the technical offer be elaborated in order to prove that our company has the capacity to implement the proposed project, the yes and no answers from the checklist do not ensure a general overview.

Answer: The technical offer has to include the company experience, company profile with implemented projects, relevant certificates are to be provided, also proposed methodology is to be specified and described. Regarding the implementation of the risk management approach is to be described, the project team is to be presented with all CVs enclosed, how you see the deployment, the vision of the project and professional approach, a project plan with timetable per each activity is to be included. The technical offer is to include all mandatory aspects that are required as presentation of the envisaged plan of activities, presentation of the team and the project management approach. Financial proposal shall include a detailed breakdown and clear description of costs. The request for proposal stipulates all documentation required to be submitted as part of the technical proposal, see clause 17.