



**Minutes of the Pre-Proposal Conference
for
RfP24/02846: Provision of data collection services on farmers activity for implementation
of the digital National Farmers Registry in the Republic of Moldova**

as of April 11, 2024 at 15:00 AM via Zoom

Agenda:

- I. Presentation and description of procedures
- II. Questions and answers

I. Presentation and description of procedures

The Pre-proposal conference was opened by *Natalia Volcovschi*, Procurement Associate under the Procurement and Operational Support Unit, UNDP Moldova, who welcomed the participants and introduced the members of UNDP team present at the meeting: *Victor Sagaidac*, Component coordinator for implementation of the digital National Farmers Registry; *Dorin Rojnevschi*, Private Sector Engagement Component Coordinator, and *Lucie Savelkova*, international consultant to monitor the implementation of the digital National Farmers' Registry (dNFR) as part of the vision for IACS implementation in the Republic of Moldova.

Further, Ms. Volcovschi made an overall presentation of the tender's conditions and requirements, specifically focusing on Sections 3, 4 and 6 of the solicitation documents.

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

- The bids shall be presented in English.
- The bids must be valid for a period of **90 days**. This is the period UNDP is obliged to take a decision and inform the bidders on the tender results.
- Bidding under this tender requires submitting a **Proposal Security** in the amount of 6,000 US (six thousand US Dollars), which shall be valid up to 30 days after the final date of bids' validity. The template for Proposal Security is presented in Section 7: Proposal Forms.
The Original Copy of Proposal Security documentation must be physically received by UNDP (10) ten calendar days after the deadline for submission of offers indicated in the Quantum system the latest, and a copy of full Proposal Security documentation must be submitted through Quantum system as part of the online submission. If Proposal security is not submitted as stipulated above, proposal shall be disqualified.
- **Penalties for delays** in performance will be imposed as follows: Percentage of contract price per week of delay: 2.5% up to a maximum of 10% of the Contract value, after which UNDP may terminate the contract.

- Proposals and detailed cost breakdown must be submitted in US Dollars. Also, this will be the currency of the contract, proposal and performance securities.
- Referring to the online submission **via Quantum platform**, the Bidders were suggested to pay attention to the video guide, that is available below the announcement on UNDP Moldova tenders' page. Moreover, the announcements on all portals include attached detailed User Guides to assist Bidders with registration to the platform and submission of Bids. If following strictly the guidelines, Bidders will succeed.
- **In case Bidders encounter problems in registering and submitting a bid through Quantum platform**, they were suggested to write to sc.md@undp.org and UNDP will try to help with solving the issue.
- **In case Bidders are not registered in Quantum**, they need to follow this link to register a profile: <https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127714247>
They were recommended to not create a new profile if they already have one. Bidders have to use the forgotten password feature in case they do not remember the password or the username from previous registration.
- All the **clarifications** must be submitted not later than **5 days** before the tender deadline in the system using the messaging feature. Only in case of facing difficulties to register in the system and sending messages, bidders can write to the contacts indicated in the solicitation documents. In case 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.
- In case of any updates, amendments or deadline extension the information will be made public on Quantum platform and websites: <https://sc.undp.md/viewtenders2/>, <http://procurement-notices.undp.org/> , <https://www.ungm.org/Public/Notice> (search to be done by using the Negotiation ID: UNDP-MDA-00438).
- Ms Volcovschi mentioned that submission of bids through Quantum portal is the only means of accepting bids from potential companies. Moreover, Bidders were advised to upload bid documents and to submit their offer a day prior or well before the date and time indicated under the deadline for submission of Offers. If Bidder faced any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP might not be able to assist on such a short notice and would not be held liable in such instance. UNDP would not accept any offer that is not submitted directly through the System.

Referring to **Section 4. Evaluation Criteria**, it was underlined that this section reflects the **Eligibility** and **Qualification** requirements and **Technical Evaluation Criteria** to be met by the bidders. The criteria are applied on a knock-out principle.

Further, Bidders were recommended to pay attention to the main requirements towards the object of the tender outlined in **Section 5: Terms of Reference**, as specified per each component.

Referring to **Section 7: Proposal forms**, the below were highlighted:

- Bidders were encouraged to follow the **Form H: Format for CV of Proposed Key Personnel** when presenting CV of the key personnel listed under Section 4: Evaluation Criteria. Bidders have to

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. Bidders should pay attention to the fact that CV’s must be signed only by the referred persons and not bidder’s director or administrator.

- **FORM K: Format for financial proposal** must be developed 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. In case of deviations between unit prices submitted in the bid and those reported after completion, UNDP will not accept such deviations and may terminate the contract immediately. When calculating prices in US\$, Bidders may use the exchange rate they think will cover all the costs associated with the contract implementation. Bidders must not necessarily use the UN operational rate of exchange (to check the UN operational rate of exchange (changes monthly), please, follow the link <https://treasury.un.org/operationalrates/OperationalRates.php>), however, in this case, they must ensure that Form H clearly indicates the used exchange rate.
- Financial proposals shall be VAT exempted. 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.

Further, Mr. Sagaidac made an overall presentation of the requirements of the **Section 5: Terms of Reference**, outlining the importance of the proposed data collection concept to follow the best practices of door-to-door principle.

Interested bidders were encouraged to submit their questions via Quantum portal.

II. Questions and answers

Clarification Requests from Suppliers	Answers by UNDP
<p>Question 1: Are there any evidence/assessments on the level digital literacy of the farmers in the country?</p>	<p>Answer 1: For subject of the RfP, UNDP did not consider any estimation on the level of digital literacy of the farmers and their capability for using digital platforms for data reporting. Such assessments shall be done and validated by the prospective bidders, if intended to be proposed under the RfP.</p>