Minutes of the Pre-Bidding Conference for
RFQ17/01547– Provision of Design services and preliminary costs estimation for installation of LAN/ITS-MIA Project

30 June 2017, 11:00
"Le Roi" Business Centre, #29, Sfatul Tarii Street, 3rd floor, room 305, Chisinau, Moldova.

Ref. no: RFQ17/01547

Agenda:

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

Presentation and description of procedures

The Pre-bidding conference was opened by Mr. Viorel Albu, MIA Project Manager, who welcomed the participants, introduced the members of UNDP team and Mr. Valeriu Elas, Head of MIA ITC Infrastructure Management Unit, present at the meeting and passed through the agenda of the event.
Further, he made a short presentation of the project "Strengthening capacities of the Ministry of Internal Affairs and its internal subdivisions for the effective implementation of the sector reform agenda" (MIA Project) and explained the connection of the present tender with the project objective. As part of MIA Project objective, UNDP intends to support MIA in the upgrading, reorganization, and modernization of the network infrastructure MIA.

Also, Mr. Albu, emphasized on some important aspects related **to solicitation documents, procurement rules in UNDP and technical details:**

- **Documents to be submitted**, particularly Annex 2, the List of qualified key personnel who must be certified specialists, Work time schedule;
- **No partial quotes allowed**: the offer must be submitted for the **design of LAN for all 44 subdivisions of the General Police Inspectorate (GPI)** and the contract will be awarded to a single company;
- The design of LAN for all 44 subdivisions has been split into **2 deliverables:** the lot of the first 10 subdivisions is more urgent and must be completed within 60 days from contract signature, while for the rest of 34 subdivisions within 160 days;
- As per Annex 2, companies are required to provide a price estimation for each subdivision separately;
- **Payment will be made 100% upon complete delivery of services per deliverable.** Thus, the payment will be processed in 2 tranches;
- For each day of delay, a **liquidated damages rate of 0.5% of contract amount** is applied. Thus, Companies were encouraged to make a **careful estimation of time and careful planning of activities** to avoid deviations from their initial action plan described in the offer;
- All applicant companies must have a valid license for local area network design;
- Bid can be submitted in any of the 3 languages that suit that bidder: **English, Russian or Romanian;**
- **UNDP has its template contracts** that should be accepted by suppliers. **UNDP General Terms and Conditions** are a part of the UNDP contract.

Further, companies were encouraged to address questions/comments regarding procurement terms and conditions, document package and offer submission as well as to the required terms of reference.

Questions and answers:

Question 1: *With reference to key-personnel, usually certified Automation Systems Engineers also combine the role of certified Electrical Engineer. Is it acceptable that the company does not include in the list a separate position for Electrical Engineer?*
Answer: Yes, it is acceptable. Still, there should be at least two (2) **certified** Automation Systems Engineers as required in the solicitation documents, though they combine the role of Electrical Engineers too. Companies are encouraged to provide a list with more specialist, but not less than the required minimum.

Question 2: *Can companies join into a consortium?*
Answer: Yes, if a consortium is the solution for a strong resource capacity, including human resources. In case of a consortium, holding or parent company, the entire group must meet the eligibility requirements stated in the solicitation documents. Still, there should be a leading company among those joining into a consortium.

Question 3: *Can companies make a site-visit to a location?*
Answer: Companies are encouraged to visit a location to estimate the complexity of design works. A common visit can be organized with prior coordination with the beneficiary. The list of subdivisions and their addresses are indicated in Annex 4 to the RFQ, but the most complex premises are within Chisinau.

Question 4: *Regarding the Statements of Satisfactory Performance from the Top Clients, should these be only regarding LAN design works?*
Answer: Yes, UNDP is interested in company's performance strictly regarding LAN design.

Question 5: *Are there cadastral plans per each subdivision of the General Police Inspectorate?*
Answer: Yes, but some of them need to be updated after certain renovations. Thus, the beneficiary will provide all the necessary support to the designing company to ensure engineers' access to premises so that they can design the network according to the actual projection of the building.

Question6: *Is there a scheme for working places within each GPI subdivision?*
Answer: Yes. Still, the designing company may need to coordinate several details.

Question 7: *Is it necessary to ensure wi-fi inside each subdivision?*
Answer: Considering network security reasons, wi-fi is excluded.

Question 8: *How many entrances to WAN are there for each subdivision?*
Answer: Currently, each subdivision has only one entrance to WAN.

Question 9: *Is it necessary to include the design of IP telephony or just consider outlets for a landline phone?*
Answer: No need to include in the design project the IP telephony. Each work place will have 2 outlets for landline phone.

Question 10: *Regarding server rooms, is it necessary to elaborate a complex design project by components: architecture, heating and ventilation, conditioning, fire safety, lightning, electricity and automation?*
Answer: Yes, a complex design approach is needed for server rooms.

Question 11: *Are the detailed technical specifications available?*
Answer: Yes. Technical specifications will be disclosed to the winning company, after signing the confidentiality clause.

Question 12: *What is the required LAN speed?*
Answer: Required LAN speed is 1 GB.

Question 13: *Should we consider video surveillance in the process of local area network design?*
Answer: Not required.

Question 14: *Are there any other special details regarding LAN projection within the Ministry of Internal Affairs to be considered in the process of LAN design?*
Answer: All requirements are described in the Terms of Reference presented in the RfQ.