

Pre-bidding conference**ITB 18/01719 Procurement of IT Equipment on Long Term Agreement basis for UN Agencies in Moldova****18 April 2018, 10:00**

UNHouse Conference Room, (131, 31 August str., Chisinau)

Participants	
3 representatives from 3 interested bidding companies attended the meeting	
UNDP Moldova	
1. Tatiana Panfil	UNDP Moldova Procurement Associate
2. Iurie Tarcenco	UNDP Moldova Procurement Associate
3. Gabriel Mura	ICT Service Delivery Coordinator

The purpose of the pre-bidding conference for the ITB18/01719 is to explain important aspects related to the procurement procedures and clarify various technical aspects of the requirements. The ITB is an open competition launched on 6 April 2018 with the deadline for submission of the bids set for 4 May 2018, 11:00.

Agenda:

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

I. Presentation and description of procedures/Introduction:

Ms. Tatiana Panfil, Procurement associate, UNDP Moldova, opened the conference, presented the team and welcomed the participants. She announced the working language of the session-Romanian and shortly went through the agenda of the meeting. The purpose of the meeting is to present as clear as possible the rules and conditions of the tender answering to all the questions which may arise, to avoid future mistakes or omissions.

Before presenting the conditions of the current tender, *Ms. Tatiana Panfil* drew the attendees' attention to some important aspects about procurement rules in UNDP.

Ms. Panfil also suggested addressing questions/comments in case there are any unclear issues, but only during the competition period until the announced deadline, because afterwards no complaints/suggestions will be considered.

Ms. Tatiana Panfil drew the attention of bidders to the deadline and instructions for submitting the bids, specifically related to the submission of offers through e-tendering system. Also, it has been underlined that even 1 (one) minute delay of submission, the bid will not be accepted by the system, and therefore not considered. Companies are advised to double check that all documents requested under the ITB pt. 26 Data Sheet are submitted, as to avoid disqualification due to lack of any such document. The bids should be submitted in English (including the supporting documents with unofficially translation). Any other questions that may arise can be addressed in written to the contact person indicated in the ITB the latest 5 days before bid submission. All the answers will be published on the site. It was pointed out that the Bid Submission Form should be signed and stamped, by this proving that the company intends to compete in this tender. All supporting documents shall be uploaded in one (maximum two) pdf. files. An open Public Bid Opening will be organized in the same day with the submission deadline at 11:00 p.m., thus competing companies are invited to register and participate at the session. Upon opening of the bids, the participating Bidders will receive a system notification with the offered amounts.

Next, it was underlined the criteria of qualification and disqualification of the bids, so that all offerors should pay attention and make sure that these criteria will be fully met.

II. Questions and answers:

Question 1: Please clarify if Service Center is mandatory to be offered under the tender?

Answer 1: Yes, the authorized by the manufacture(s) Service Center shall be offered under the tender as mandatory criteria. The bidder may subcontract a Company for provision of Service Center services. The subcontractual agreement shall be presented in the tender documents.

Question 2: With regards to the urgent deliveries and request for stocks of equipment, please advise if UNDP can make any prior estimations of quantities?

Answer 2: It is desirable that the successful bidders shall maintain a reasonable permanent stock of equipment, contained in the lot awarded to them, equal to 5% of the estimated required volumes. From previous practice, UNDP offers reasonable time to import the necessary equipment. Only small quantities can require urgent delivery. The VAT documents can be issued only for goods imported by UNDP.

Question 3: Is it allowed to offer alternative bids?

Answer 3: Under this tender alternative bids not allowed. The equipment shall correspond to the minimum technical criteria listed in the Annex 1. In case more options are offered, UNDP will evaluate the lowest priced technically qualified offer.

Question 4: For Lot 1 Items 4, 5 will UNDP review the offers of all Business range laptops or only Top range?

Answer 4: For Lot 1, Item 4,5 all laptops of the Business range which correspond to the announced minimum specifications shall qualify.