

Minutes of the Pre-proposal Conference for RfP18/01781:

“Event Management and Logistical Support for a series of UN events (2 LOTs)”

17 July 2018, 14:00

“UN House, Conference room

Agenda:

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

I. Presentation and description of procedures

The Pre-proposal conference was opened by Mrs. Laura Bohantova, Communications Analyst, UNDP Moldova, who welcomed the participants and thanked for the intention and interest to participate in the tender and introduced the team present to answer to the questions.

Mrs. Bohantova made a short presentation of the the ToR for Lot 1 and Lot 2, scope of the project, emphasizing its main objectives, what is expected of the winning company. An emphasis was made on the importance of the accessibility of the venues.

Further, Iurie Tarcenco, Procurement Associate, UNDP Moldova went through the submission and procedures requirements as indicated in the RfP document. He pointed out some of the important aspects like expectations, selection criteria, rules and regulations to be applied in the process of evaluation,

Mr. Tarcenco also briefly presented the new online application mechanism used by UNDP, etendering.partneragencies.org, which will be used to apply to all current and future UNDP tenders, with hard copy applications being discontinued. More information on how to register on the new platform and submit all the required documentation can be found in two tutorial videos following this link.

[How to register in UNDP eTendering system \(Russian\)](#)

[How to use UNDP eTendering system \(Russian\)](#)

II. Questions and Answers

Question 1: When we are talking about consortiums, when one organization is considered as the “leader”, what should the other partner provide in terms of documentation?

Answer 1: The general idea of a consortium is that the bidder cannot apply by himself because of certain technical factors, so they form a consortium with another company that can bring the know-how or the technical expertise that the first lacks. For UNDP it does not matter who is the main solicitor of the consortium, all is needed is a common accord between the bidder and the company that specifies that said company will perform certain types of works or services. The accord can be done in free form

Question 2: Can the same person be involved as a team member in both lots?

Answer 2: Yes.

Question 3: Can more than one location be proposed to host the events mentioned in the RfP?

Answer 3: Yes you can come up with several scenarios where the events will be hosted, the important thing is to do the cost breakdown for each proposed location.