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**“Support to the Security Sector Reform in the Republic of Moldova”**

**Project No. 00109897**

**Pre-bidding conference on development of “State e-Register for Mobilization Resources” for the Support to the Security Sector Reform (SSSR) in the Republic of Moldova Project/**

**RfP19/01909**

**Minutes**

**Venue:** UN House, 131, 31 August 1989 Street, Chişinău, Republic of Moldova

**Date:** 21 May 2019, 12:00 – 13:30

**Participants UNDP:**

- Iurie TARCENCO, Procurement Associate, UNDP Moldova
- Veaceslav BUGAI, Project Manager, Support to the Security Sector Reform in the Republic of Moldova Project, UNDP Moldova
- Natalia VOLCOVSCHI, Project Assistant, Support to the Security Sector Reform in the Republic of Moldova Project, UNDP Moldova
- Ion AMARFII, UNDP ICT expert

**Participants Ministry of Defence (MoD)/ Main Staff:**

- Iulian STRUNGA, Chief of J6, Main Staff
- Alexandru BURUC, Deputy chief of J6
- Veaceslav DONICA, Chief of J1, Main Staff
- Alexandr BRESLAVSCHI, Chief of Personnel Evidence Service, Mobilization Resources and NA Personnel Management Center.

**Vendors:**

- Tatiana BERLINSCHI, Esempla System SRL
- Dumitru VIRTOSU, Esempla System SRL
- Sergiu TELEVCA, Altasoft SRL
- Adrian Brezulanu, GreenSoft SRL (via skype conference call)

## **Background**

In regard to the development of “State e-Register for Resource Mobilization” for the Support to the Security Sector Reform in the Republic of Moldova Project, launched via **RfP19/01909** tender on 08 May 2019, potential offerors have been invited to the pre-bidding meeting aiming to help the interested applicants to clarify any questions or concerns related to the solicitation documents, scope of work and other details of the requirements.

The State Register of Mobilization Resources represents an IT solution identified to have immediate benefits and impact on the Ministry of Defence’s activity. It is focused on covering the IT and information needs of all actors involved in the SRMR management and registration processes. SRMR is a key component of the Ministry of Defence integrated IT system. It will display data access interfaces for all relevant IT subsystems of the Ministry of Defence, as well as for certain specific IT systems of the Moldovan CPAs with the aim to receive or deliver data in compliance with the legislation in force.

The e-Register will manage all the personnel, material and technical resources of mobilization of the R. of Moldova. The register will showcase data on active resources of the National Army and state reserves and intangible stocks. The developed e-Register will be focused on army resources and will allow users to manage it by introducing and update data per various categories, applying filters per different criteria and generating basic reports. The system’s users with unrestricted permits and accessibility will be from the MoD or Main Staff. The military units’ users will have access to managing their own resources. The local public administrations will be represented by the 12 military centers that will collect information and data at regional level.

The existing data will be migrated into the system as per a one-time action, furthermore the MoD will have to identify resources to digitalize the documents, for their further migration into the system.

## **Discussions:**

**Question 1:** Is SIS certification mandatory upon the submission of the tendering documents?

**Answer:** As SIS certificate allows the accessibility to State Secret, it is required to be presented by the selected company before the contracting phase. The SIS certificate will be given to the involved personnel to access the MoD’s facilities and equipment.

**Question 2:** What happens if SIS decides that certain staff can’t be offered the certificate?

**Answer:** The selected company can replace the disqualified personnel with another specialist with the same or higher qualification.

**Question 3:** Will the payment be done at the end of the project? As Agile development is required, the product’s final value and terms of delivery may vary.

**Answer:** The procurement process of the UNDP presumes that the supplying company delivers the product, after which it is paid according to the contract provisions. This approach will be applied in case of the software development for the e-register of mobilization resources. Certain deliverables can be

identified within different development phases, this will be agreed with the company at the concluding of the contract stage.

**Question 4:** Who is the stakeholder and the beneficiary of the project? Who will validate the product's acceptance?

**Answer:** The SSSR Project will finance and monitor the development and implementation of the e-Register and the Ministry of Defense will be the register's owner, using it to keep records and manage all the mobilization resources of the Republic of Moldova. The product will be validated by the MoD's working group's focal point, in cooperation with the Head of IT Unit of the MoD and the final acceptance will be done by the SSSR Project.

**Question 5:** Is the legal framework stable in regard to the resource mobilization or is in the process of reconstitution?

**Answer:** Yes. The legal framework is stable in this sense. Data categories and processes won't be subject to change. Only minor changes may be applied, for example nomenclatures. The system should permit to apply minor changes.

**Question 6:** Is the business analysis indicated in the TOR?

**Answer:** The business analysis is described in the TOR and it have to be updated by the selected company.

**Question 7:** Will there be a working group designated for the coordination of the project?

**Answer:** The working group constituting of the MoD's relevant representatives will be established and all the issues related to the development and implementation of the e-Register will be coordinated through this working group. The group will be leaded by the SSSR Project Manager, Mr. V. Bugai.

**Question 8:** Which is the timeline for the project implementation?

**Answer:** The project of developing the e-Register should be accomplished in 2020, including testing and staff training. The access codes must to be provided to the end-user at the project closure.

**Question 9:** Which is the evaluation formula of applications?

**Answer:** 70%/ 30%

**Question 10:** Will the non-selected companies be informed on the criteria they haven't fulfilled during selection process? Will the scores be provided?

**Answer:** The scores are not provided to the bidders. Information on disqualification criteria and weakness of the proposal in comparison with solicitation documents might be provided. The awarded company name and contract's amount will be placed on the UNDP website/ Procurement section.

**Question 11:** The development of the e-Register does include both modules for the personnel and material resources or only for personnel?

**Answer:** The software system of the e-Register will be composed of two modules: for personnel and for material resources of mobilization. The developed system should include the business processes for both components.

**Question 12:** Which companies are eligible to participate in this competition, because it is understood that some restrictions are applied?

**Answer:** The participating companies for this bidding must be resident companies without international capital.