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**Minutes of the Pre-Proposal Conference for
RfP20/02133: Company to conduct a Functional Analysis of the National System of Forensic
Institutions in the Republic of Moldova**

October 02, 2020, 10:30
Online, Zoom platform

Ref. no: RfP20/02133

Agenda:

- I. Presentation and description of procurement procedures and technical requirements
- II. Questions and answers

I. Presentation and description of procedures

The Pre-proposal conference was opened by Ms. Victoria Muntean, A2J Project Manager, who introduced the members of UNDP team: Mr. Alexandru Cocirta, Programme Analyst, Ms. Veronica Cangea-Cibotaru, A2J Project Officer, Ms. Anna Soltan, A2J Project Associate, Mr. Iurie Tarcenco, Procurement Associate, all present at the event. Ms. Muntean welcomed and thanked the representatives of the company for their presence and interest in the tender and passed through the agenda of the event.

A detailed description of the RfP process was made, highlighting the most important parts of the published documents, submission details and deadlines. Mr. Tarcenco emphasized some important aspects related to **solicitation documents and procurement rules in UNDP**:

- The RfP states the **evaluation criteria** to be met and **mandatory documents** to be submitted by companies as per sections *Documents to be submitted* and *Evaluation Criteria* of the RfP.
- **Allowable Manner of Submitting Proposals** – **electronic only, via the e-tendering system**. After deadline expiry, the system will automatically close, and no more offers will be accepted (guide published). Please note that the time zone displayed in e-tendering is the New York time. Therefore).
- **Bidders are encouraged to register and upload their offers one day before the deadline**, to avoid last moment technical problems that could impede them successfully submit their offers. For easy reference, on the tender announcement page, besides the PDF application guides, there are available videos in Russian and English to help bidders with the electronic submissions: *e-Tendering Resources for Bidders*
<https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>.
- Any relevant changes to **solicitation documents** will be reflected in **official amendments** published on the RfP announcement pages.
- **Bid-opening**: In the case of e-Tendering submission, bidders will receive an automatic notification once their Bids are opened.
- **Clarifications/questions** regarding procurement and technical requirements, may be addressed during the pre-proposal, as well as in written form to the e-mail of the UNDP focal point mentioned in the RfP. If relevant, answers will be published on tender announcement pages and/or be also disseminated to interested companies via e-mail. Companies are encouraged to

register and accept the invitation for this tender on e-tendering as soon as possible, to get notifications directly from the system.

Further, Ms. Muntean made a short presentation on the Terms of Reference for the announced RFP and encouraged the company to address questions/comments regarding procurement procedure or technical aspects.

II. Questions and answers

Question 1: *Is it UNDP's expectation that the Report on Functional Analysis of the National System of Forensic Institutions in the Republic of Moldova (Report on Functional Analysis) will address the matter of the costs related to forensic infrastructure functioning, and will the supporting data necessary for analysis of the subject matter be available to the Service Provider?*

Answer: The Report on Functional Analysis shall also cover the costs related to forensic infrastructure' functioning, as well as the costs related to the functioning of each of the forensic institution that is part of the system. For the purpose of collecting necessary data, relevant inquiries will be formulated by the team of consultants of the Service Provider to the Moldovan Institutions requesting information, which is expected to be provided in line with the provisions of the national legislation depending on the type of information. It also foreseen that that requests will be addressed on cases by case situations. It is expected that the Inception Report describing the assignment will also consider the matter of collecting information and data and reflect the associated assumptions, risks and mitigation approach.

Question 2: *Is it UNDP's expectation that the Report on Functional Analysis will provide recommendation on enhancing the financial model for the Moldovan national institutional forensic system, and will the supporting data necessary for analysis of the subject matter be available to the Service Provider ? What is the scope of the recommendations on enhancing the financial model for the Moldovan national institutional forensic system?*

Answer: The Report on Functional Analysis shall also provide recommendation on enhancing the financial model for the Moldovan national institutional forensic system. For the purpose of collecting necessary data, relevant inquiries will be formulated by the team of consultants of the Service Provider to the Moldovan Institutions requesting information, which is expected to be provided in line with the provisions of the national legislation depending on the type of information. It also foreseen that that requests will be addressed on cases by case situations. It is expected that the Inception Report describing the assignment will also consider the matter of collecting information and data and reflect the associated assumptions, risks and mitigation approach. The scope of the recommendations on enhancing the financial model for the Moldovan national institutional forensic system shall support the decision takers to assess the capacities of the institutions' to effectively manage the finances allocated from the state budget and identify solutions and alternative approaches and mechanisms for attracting funds necessary for the institutions to acquire the necessary human and infrastructure resources for efficiently carrying out their mandate.

Question 3: *Based on the indicative timeframe the inception report and workplan is expected to be developed by November 13, 2020. Taking into consideration the deadline of the RfP, which is October 13, 2020 and given the review of the proposals and possible additional clarifications or requests for negotiations that could take some time, is the timeframe for the first deliverable flexible or can be moved forward?*

Answer: Considering the deadline for submission of bids, possible extensions of the completion and process of evaluation, the schedule for submission of the deliverables under the assignment might be adjusted to reflect the respective circumstances and shall be set in the contract with the successful bidder.

Question 4: *Given the limitations caused by the COVID-19 pandemic, are the national institutions flexible and ready for remote cooperation, online meetings?*

Answer: Starting with March 2020, when the state of emergency was declared in the Republic of Moldova, the project team has been in contact with the beneficiaries through remote meetings, using available platforms for on-line meetings. The institutions are acquainted with this practice, specifically on Zoom platform. However, depending on the specific o the matters to be discussed, on occasion, person to person *discussions have been required.*

Question 5: *What Is the expected detail of the recommendations related to the forensic policy at national level to be included in the Report on Functional Analysis, shall the recommendations cover as well proposals on the specific changes to the legal framework, including proposals for amendments, or shall the recommendations focus on a more general level?*

Answer: The bidder shall ensure that legal expertise is available for the assignment as to ensure that the provided recommendations in the Report on Functional Analysis related to the changes of the system are legally supported and reasoned and that there is clear indication on what changes shall be conducted to the legal framework to ensure implementation of the recommendation proposed in the Report.

Question 6: *Are the contractual terms provided in the RfP negotiable, for example the provisions on the liabilities?*

Answer: The contractual terms are not subject to negotiations. The General Terms and Conditions (GTC) are public and specified in the solicitation documents and they are hard code in the UNDP policy that cannot be changed. If the bidder does not accept the GTC, this shall be ground for disqualification.

Question 7: *Will the report provided by the contracted company be accessible only to the forensic institutions or as well to other institutions and/or general public?*

Answer: The Report on Functional Analysis, as well as other outputs under the assignment, will be provided to the institutions part of the review in the context of the analysis as well as the Ministry of Justice, for the purpose of consultation, coordination and feedback collection, as well as for discussing the way forward for implementing the recommendations in the Report.

Question 8: *What are the specific areas/specialities of forensics which shall be analysed as part of the assignment?*

Answer: The scope of the assignment is to conduct the functional analysis of the entire system of forensic institutions of the Republic of Moldova, which includes the public institutions of judicial expertise and private forensic experts' bureaus and shall look at the framework and networks within, for the purpose of improving the system's efficiency and effectiveness.

Question 9: *When is the last date when the bidder could solicit an extension of the deadline in order to provide a complete responsible proposal?*

Answer: The deadline for submission of offers is October 13, 2020. If the bidder is having issues while submitting the offer in the last day of the tender, one should send an email to the sc.md@undp.org and a decision in terms of the extension of the deadline due to technical reasons might be taken. According to the UNDP policy, as long as there are enough offers received at the moment of the deadline, the competition might not be extended. Thus, the deadline for bids submission could be extended in case of insufficient offers, or in the situation when the bidder has technical issues when applying. In the last case the deadline might be extended for the period required to submit the proposal.

Questions and Answers

Please see below the questions received via email after the Pre-bidding conference and the relevant answers:

Question 1: *Please provide more details on the expected proof of completion for the previously delivered project.*

Answer: The RfP at page 39, Previous Experience section, provides more details on the content and format of the information pertaining to the assignments successfully completed. Please note that the bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP. However, you are encouraged to provide at the bidding stage already the supporting documentation to prove the previous experience.

Question 2: *Please clarify if an association agreement is required and needs to be notarized for entities part of the same network of companies.*

Answer: Please note that the evaluation panel needs to understand clearly who the leading bidder/partner in the assignment is, thus the associating or consortium agreement shall clearly state this information.