



Minutes of the Pre-Bid Conference for
RfP22/02473: Company/organization, or consortium of companies/organizations to provide
support to women-headed households in Nisporeni, Calarasi, Basarabeasca, Leova, ATU
Gagauzia, the Security Zone and Transnistria region, cohort II

July 12, 2022, 10:00 AM

Online, Zoom platform

Ref. no: RfP22/02473

Agenda:

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

I. Presentation and description of procedures

The Pre-bidding conference was opened by Mrs. Victoria Ivancioglo, ResComWomEmp Project Manager, who welcomed the participants and introduced the members of UNDP team present at the meeting: Mrs. Tatiana Craciun, Project Officer on Capacity Building and Gender, Mrs. Cristina Dascal, Project Administrative/Finance Associate, Mr. Iurie Tarcenco, Procurement Associate.

Mrs. Ivancioglo welcomed and thanked the representatives of the companies for their participation and interest in the tender and has made an overall presentation of the assignment, specifically focusing on Section 5. Scope of Works. It was highlighted that the target areas of this assignment are the districts Nisporeni, Calarasi, Basarabeasca, Leova, ATU Gagauzia, the Security Zone and Transnistria region and that non-cash support shall be provided to 56 women-headed households, selected competitively under this assignment. Also, it was noted that 3 local NGOs selected in 2021 are to be engaged under this assignment to provide coaching and mentoring support to beneficiaries.

Additionally, the Bidders were encouraged to request clarifications, including by email to the contact person, should they have any questions related to this procurement process.

Further on, Mr. Iurie Tarcenco highlighted the most important parts of the published documents, submission details and deadlines. It was stressed that the Minutes shall be published on the tender's page.

The Bidders were encouraged to register and upload their offers at least one day before the deadline,

to avoid last moment technical issues 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/>

In case any other technical issues or errors occur during the submission process, the Bidder is encouraged to send a screenshot by email to the contact person and request support.

II. Questions and answers

Question 1: How will be calculated the company turnover?

Answer: We will calculate average annual turnover for the last 3 years based on the submitted Financial Reports.

Question 2: Please explain TOR indicates the total amount for each grant up to 4.375 USD but in the budget line associated to this activity in Financial proposal the amount is 4.286 USD?

Answer: The total budget for non-cash support is set at 240.000 USD. Each grant amount can vary up to 4.375 per beneficiary, but most beneficiaries opt for lower amounts. Thus, in financial proposal we indicated the average sum calculated for grants 4.286 USD (for 56 beneficiaries) that fits in the total amount of 240.000 USD, but the budget may vary for each project.

Question 3: The budget for NGO grants is 30,000 USD, which is the amount distributed per organization?

Answer: The grant amount distributed per NGO will be calculated based on the number of beneficiaries to be covered by each NGO.

Question 4: In the financial proposal it is indicated the budget line technical assistance. It is difficult to estimate based on the provided information in ToR the volume of envisaged assistance. Could you inform us what are the interventions area of the selected projects to be able to estimate the budget for this line?

Answer: We can provide the interested areas of interventions expressed by beneficiaries, as well as associated number of projects planned accordingly. Based on this estimations the companies can come up with a balanced figure. The intervention areas of the selected projects are:

Growing vegetables, flowers, and berries in protected areas (greenhouses)	17
Beekeeping	17
Renewable energy systems for greenhouses and fruits processing	5
Irrigation systems for growing vegetables and berries	2
Animal husbandry and animal manure management	6
Growing and processing fruits, vegetables, medicinal herbs	4
Composting	1
Poultry farming and poultry manure management	3
Conservation agriculture	1
total	56

The technical assistance will be mostly required for projects related to the following areas:

- 1) Renewable energy systems for greenhouses and fruits processing
- 2) Growing vegetables, flowers and berries in protected areas (greenhouses).