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Minutes of the Pre-Bid Meeting
for
ITB22/02561: FPI/Technical training equipment for educational institutions that train specialists in the energy field

November 29, 2022, 11:00 hrs (Moldova local time)

<https://undp.zoom.us/j/83228571221?pwd=OWZhUzNnUVdLMHNnYVZCRGVZeDVndz09>

Meeting ID: 832 2857 1221 / Meeting Passcode: 592937

Online Zoom Meeting

Ref. no: **ITB22/02561**

Agenda:

- I. Introduction of participants
- II. Presentation and description of technical requirements and procurement procedures
 - i. Presentation and description of technical requirements
 - ii. Presentation and description of lots.
- III. Questions and answers

I. Introduction of participants

The Pre-bid meeting was opened by Ms. Nadejda Russu, Procurement Coordinator, who welcomed and thanked the representatives of the companies who joined the meeting for their interest for the tender and presented the agenda of the event.

Further, the UNDP team was introduced: Ms. Cristina Gnaciuc, UNDP Moldova Procurement Analyst, Ms. Nadejda Russu, UNDP FPI Project's Procurement Coordinator, and Mr. Manole Balan, UNDP FPI Project, Individual Consultant who performed the need assessment of the institutions for training equipment, all present at the event. The meeting proceeded with introduction of the participating companies' representatives.

II. Presentation and description of technical requirements and procurement procedures

i. Presentation and description of procurement related requirements

Ms. Cristina Gnaciuc continued the meeting by presenting the solicitation document and related requirements:

- Participants were informed regarding the **webpages where the solicitation documents were published**, such as:
 - Quantum - <http://supplier.quantum.partneragencies.org>
 - UNDP Moldova tenders - <https://sc.undp.md/tnddetails2/2561/>
 - UNDP Procurement Notices - https://procurement-notices.undp.org/view_negotiation.cfm?nego_id=1176
 - UNGM - <https://www.ungm.org/Public/Notice/187472>
- Importance of using the instructions related to Quantum, posted both in English and Russian languages, including use of video instructions included in the UNDP Moldova tenders page (<https://sc.undp.md/tnddetails2/2561/>), was highlighted.
- **Contact information** for support with submission through Quantum as well as questions related to the Invitation to Bid, Schedule of Requirements or other requirements has been shared:
 - Procurement Unit of UNDP Moldova at sc.md@undp.org
 - FPI Project team at nadejda.russu@undp.org
 Importance of posting questions related to the tender requirements through **Quantum message functionality** was highlighted.
- **Section 3: Bid Data** conditions were highlighted:
 - The tender is divided in 3 lots. Bidders are allowed to quote prices for one or more lots identified. However, Bidders must offer 100% of the items and 100% of the quantities per item specified per lot. Evaluation will be done per lot.
 - The bid must be presented in English language, apart from documents that are issued or approved by the national authorities (e.g. Certificate of Business Registration, Financial Balance Sheets etc.). Documents in Romanian shall be accepted.
 - No price adjustments are allowed during the performance of the contract.
 - Deadline for submitting clarifications is five days before the submission deadline, 18:00, GMT+2. Bidders were kindly requested to post their clarifications in due time so corresponding support could be offered before the submission deadline.
 - Bidding under this exercise requires submitting a Bid security in amount of 6,525 USD in case the Bidder applies for all 3 (three) LOTS. The template for Bid Security is presented in Section 7, Form I: Bid Security of the solicitation document. In addition, the original of bid security, should be provided to the UNDP Moldova Procurement Unit in 10 days after the deadline of the tender. In case the issuing bank requires changes to the template of the Bid Security, please contact UNDP to confirm if such changes would be acceptable.
 - No performance security is required for the tendered assignment.
 - Concluded contract shall include a liquidated damages clause, liquidated damages being imposed at 2.5% per week of delay up to a maximum of 10% of the Contract value, after which UNDP may terminate the contract.
 - Bids must be submitted in US Dollars. Also, this will be the currency of the contract and bid security.
 - Referring to the **online submission via Quantum platform**, Bidders were recommended to pay attention to the video guide, that is available below the announcement on UNDP Moldova tenders page (<https://sc.undp.md/tnddetails2/2561/>). In case the browser does not visualize the video below announcement, the announcement includes attached detailed

User Guides to assist Bidders with registration to the platform and submission of Bids. If following strictly the guidelines, Bidders will succeed.

- In case Bidders encounter problems in registering and submitting a bid through Quantum platform, as recommended in the video and user guide, they were recommended to write to nadejda.russu@undp.org or sc.md@undp.org.
- In case Bidders are not registered, they should follow this link to register a profile: https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&adf.ctrl-state=azywmctp_1&afrLoop=6329722925931702&afrWindowMode=0&afrWindowId=null&afrFS=16&afrMT=screen&afrMFW=1042&afrMFH=575&afrMFDW=1280&afrMFDH=720&afrMFC=8&afrMFCI=0&afrMFM=0&afrMFR=144&afrMFG=0&afrMFS=0&afrMFO=0
- Bidders were asked to not create a new profile if they already have one. Bidders should use the forgotten password feature in case they do not remember the password or the username from previous registration.
- All the clarifications must be submitted not later than 5 days before the tender deadline in the system using the messaging feature. Only in case of facing difficulties to register in the system and sending messages, Bidders can write to the contacts indicated in the solicitation documents. In case your questions will be considered relevant for other bidders, the questions, with their respective answers (without disclosing the source of questions) may be published for the use by other bidders. By this the “Fairness, integrity and transparency” procurement principle is respected – all the bidders have access to the same information.
- In case of any updates, amendments or deadline extension the information will be made public on Quantum platform and websites: <https://sc.undp.md/viewtenders2/> , <http://procurement-notice.undp.org/> , <https://www.ungm.org/Public/Notice>
- **Section 4: Evaluation Criteria and Section 5: Schedule of Requirements** were presented to Bidders. The main eligibility and qualifications requirements have been explained. Additionally, the Bidders were recommended to read through carefully the specifications of the requested goods in Section 5, as well as related services to the provision of goods such as delivery dates, installation, training, technical support as well as after-sales requirements including warranty, to be able to prepare a complete and technically compliant Bid.
- **Section 7: Bidding Forms** was presented to the Bidders highlighting:
 - Importance of filling the forms in accordance with the instructions listed on each Form.
 - Importance of completing Form G: Technical Bid, including the Technical Responsiveness Table as per template provided to prove compliance with technical requirements.
 - Importance of completing Form H: Price Schedule in USD dollars.
 - Importance of signing and stamping the Bidding Forms and uploading them in Quantum response.

ii. Presentation and description of lots

Mr. Manole Balan, who elaborated the technical requirements for LOTs to be delivered, continued the Meeting. He explained the main purposes of the task such as increasing institutional capacities in the field of

continuous training and education by providing technical equipment necessary for the training of specialists in the energy field (energy auditors, installers, students and pupils), and training the staff of educational institutions on the use and operation of the delivered technical equipment. In addition, Mr. Balan highlighted the importance of the training to be conducted and proper installation of the equipment.

III. Questions and answers:

Questions	Answers
Please specify the email address to send "Form A: Bid Confirmation".	The email address to submit your bid confirmation is sc.md@undp.org . Additionally, you may confirm your participation directly through Quantum by creating a draft bid response in the Quantum portal. This will allow you to receive notifications from the system in case of amendments.
Please confirm necessity to submit a bid security if Bidder applies only for 1 (one) LOT.	In case the Bidder applies for all 3 (three) LOTS, a bid security shall be required in amount of 6,525 USD (six thousand five hundred twenty-five US Dollars 00 cents). Therefore, in case the Bidder applies only for 1 (one) LOT, no bid security is required.