



**Minutes of the Pre-Bid Conference for
RfP23/02605: Support to women agri-producers in implementation of renewable energy and
energy-efficient technologies.**

February 23, 2023, 11:00 AM

Online, Zoom platform

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 Mr. Valerian Colun, Emergency Support for Agri-producers Project Analyst, who welcomed the participants and introduced the members of UNDP project team present at the meeting: Ms. Ana Bruma-Guzun, Project Administrative/Finance Assistant.

Mr. Valerian Colun then asked the participants to present themselves. Meeting participants were: Ms. Stela Popa - Director of AXA Management Consulting, Mr. Alexandru Panfilii - Director of Business Global Access, Mr. Anatol Paladi - Director of Business Advisory Center, Ms. Natalia Volcovschi - Procurement Associate, Mr. Constantin Buruiana - Procurement Associate, and Ms. Nicoleta Paduret - Project Communication Consultant.

Mr. Colun made an overall presentation of the Terms of Reference, starting with the timeline of the project, the beneficiaries, and the types of grants. Then Mr. Colun moved to describing the Scope of Works in more details. He mentioned that the awarded company would have to support the potential grantees in the preparation of grant applications, to select and provide non-cash support to 10 small and medium sized farms led by women and to select and provide non-cash support to 20 micro agricultural producers led by women. The company would also have to ensure sustainability of the energy-efficiency practices and initiatives by providing coaching and support to the grant beneficiaries.

Mr. Colun briefly described the beneficiary's selection procedures, the need to conduct in-person visits to all beneficiaries in order to ensure the correctness of data provided and the organization of the

award ceremonies. Afterwards, Mr. Colun explained the need to provide help to potential beneficiaries so that they have all the needed documentation prepared by the application deadline. By the end of the project, the company would have to provide fact sheets and success stories for all the beneficiaries and to prepare and hand in the final report by May 2024. Mr. Colun also mentioned that the team should be composed of a Project Manager, a Project Officer, an Expert in mentoring and coaching, a Financial Officer and a Procurement Specialist.

II. Questions and answers

Question 1: According to the RfP, the offerors must provide financial data for the years of 2019, 2020, and 2021. Shall the companies provide the 2022 financial data if already available?

Answer: The UNDP has asked for 2019, 2020 and 2021 years in order to make sure all the companies have their financial years closed before they apply to the tender. This way, all the companies will be evaluated under the same conditions.

Question 2: Will the procedures of buying goods for the beneficiaries be done through UNDP Quantum tendering system?

Answer: Quantum Supplier Portal will be used only for the purpose of the current tender. The selected company will initiate tendering procedures on relevant Moldovan portals (e.g.civic.md) and others, following the UNDP's procurement principles: Best Value for Money; Fairness, Integrity, Transparency; Effective International Competition and Interest of UNDP.

Question 3: Is the turnover of \$300.000 an average for 2019, 2020, and 2021 or is it an annual value?

Answer: The average turnover of \$300,000 for the last three years.

Question 4: According to the RfP, should the awarded company conduct 6 trainings of 6 days per each Call of Application?

Answer: The awarded contractor will conduct one training per region per each call of proposal. If needed, one training in Romanian and another training in Russian, which sums up at 12 training days.

Question 5: How much will the Coaching Expert be involved throughout the project?

Answer: The Coaching Expert must be available during the entire project implementation in order to provide assistance whenever required.

Question 6: The first and second tranche constitutes a total of 30% of the total sum, but by this time, 60% of the procurement must be already made. Does this mean that the

awarded company shall finance the procurement of goods?

Answer: The proposed disbursements' formula was used for safety reasons. This will allow avoiding any potential situations where UNDP transfers the funds to the awarded company that might not meet the requirements or deadlines.

Question 7: Since this is an energy-efficiency project, is it referred to any energetic area projects, such as installation of biomass boilers, installation of photovoltaic panels, energy optimization of buildings, etc.? The idea is that some projects require special authorizations that might take longer to receive.

Answer: The following types of projects are available for funding: installation of solar collectors, installation of PV solar panels, installation of technologies for biogas production, installation of heat pumps, installation of biomass boilers, implementation of energy-efficiency measure and other related activities. These all are approved by the project board. None of these areas can be eliminated due to the time consumed to receive authorizations.

Question 8: What is the upper limitation for the beneficiaries that will fall under the category "small and medium"?

Answer: The definition is present in the Law no. 276 of 16.12.2016 on "subsidization principles of the agriculture development in rural area", and the beneficiaries will be selected according to the definition mentioned in this law.

Mr. Colun had mentioned that the bidding procedures has changed due to UNDP's transition to Quantum Supplier Portal and encouraged the applicants to familiarize themselves with the new platform well in advance the deadline, so all the potential technical questions would be able addressed in due time.

Ms. Volcovschi encouraged the applicants to apply as soon as possible because Quantum is a more complex platform than eTendering and there could be questions to address. She also mentioned that companies who already have an account in Quantum (as a result of participation in previous tenders) should try to log in to verify whether y they still have access the platform. She has also highlighted that the platform does not allow a repetitive registration, due to the fact that the company's IDNO is already embedded in the system, and it could perceive it as a tentative to duplicate an existing account.

Ms. Volcovschi has pointed out that once the current meeting minutes will be published in Quantum, the system will automatically generate an Amendment to the negotiation (tender), therefore, if any of the companies has already submitted its proposal until the Amendment is published, it shall resubmit it's offer once again.

In case someone have difficulties, they should contact the project team as soon as possible to solve all the issues in time. Ms. Volcovschi added that Quantum has the "Messages" feature, and the companies can use this feature whenever they require answers from the project team.

Mr. Colun encouraged everyone to ask more questions if there are any and concluded the meeting.
Mr. Colun thanked everyone for their participation and for their interest.