



**Minutes of the Pre-Proposal Conference
for
RfP23/02658: Development of the digital National Farmers Registry (dNFR) and
implementation of the pilot phase, as a component of the vision for Integrated
Administration and Control System (IACS)**

as of April 26, 2023 at 11:00 AM via Zoom

<https://undp.zoom.us/j/81464863226?pwd=U3ZSVTB1dkxEYll6Q2tHZlJMN3V6UT09>

Agenda:

- I. Presentation and description of procedures
- II. Questions and answers

I. Presentation and description of procedures

The Pre-proposal conference was opened by *Cristina Gnaciuc*, Head of Procurement and Operational Support Unit, UNDP Moldova, who welcomed the participants and introduced the members of UNDP team present at the meeting: *Serghei Botezatu*, Accelerating Digital Transformation in Public Sector Project Manager; *Victor Sagaidac*, Component coordinator for implementation of the digital National Farmers Registry; *Dorin Rojnevski*, Private Sector Engagement Component Coordinator; *Eugeniu Cepoi*, Data4Governance component coordinator, and *Lucie Savelkova*, international lead consultant to develop the feasibility study on implementation of the digital National Farmers' Registry.

Ms. Cristina Gnaciuc invited participants to present themselves.

Further, Ms. Gnaciuc made an overall presentation of the tender's conditions and requirements, specifically focusing on Sections 3, 4 and 6 of the solicitation documents.

The **Section 3: Data Sheet** conditions were highlighted as follows:

- The bid has to be presented in English;
- The bids must be valid for a period not shorter than **90 days**. This is the period UNDP is obliged to take a decision and inform the bidders on the tender results. Bidders were encouraged to keep patience until an e-mail informing on the tender results will be sent;
- Bidding under this tender requires submitting a **Proposal Security** in the amount of 30,000 US (thirty thousand US Dollars), which shall be valid up to 30 days after the final date of validity of bids. The template for Proposal Security is presented in Section 7: Proposal Forms. The Original Copy of Proposal Security documentation must be physically received by UNDP (10) ten calendar days after the deadline for submission of offers indicated in the Quantum system the latest, and a copy of full Proposal Security documentation must be submitted through Quantum system as part of the online submission. If Proposal security is not submitted as stipulated above, proposal shall be disqualified.

- **Maximum expected duration of contract:** 9 months, activities to be finalized by 28 February 2024.
- **Performance Security** is required in the amount of 10% of the proposed contract amount. The template for Performance Security is presented in Section 6, Point 6.4: Performance Security of the solicitation document. Performance Security shall be provided by the selected bidder within 10 days upon issuance of letter of intent/contract and before issuance of the notice to proceed;
- **Penalties for delays** in performance will be imposed as follows: Percentage of contract price per week of delay: 2.5% up to a maximum of 10% of the Contract value, after which UNDP may terminate the contract;
- Proposals and detailed cost breakdown must be submitted in US Dollars. Also, this will be the currency of the contract, proposal and performance securities;
- Referring to the online submission **via Quantum platform**, the Bidders were suggested to pay attention to the video guide, that is available below the announcement on UNDP Moldova tenders' page. Moreover, the announcements on all portals include 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 suggested to write to sc.md@undp.org and UNDP will try to help with solving the issue.
- **In case Bidders are not registered in Quantum**, they need to follow this link to register a profile: <https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127714247>
They were recommended to not create a new profile if they already have one. Bidders have to 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 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-notices.undp.org/>, <https://www.ungm.org/Public/Notice>
- Ms Gnaciuc mentioned that submission of bids through Quantum portal is the only means of accepting bids from potential companies. Moreover, Bidders were advised to upload bid documents and to submit their offer a day prior or well before the date and time indicated under the deadline for submission of Offers. If Bidder faced any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP might not be able to assist on such a short notice and would not be held liable in such instance. UNDP would not accept any offer that is not submitted directly through the System.

Referring to **Section 4. Evaluation Criteria**, it was underlined that this section reflects the **Eligibility and Qualification** requirements and **Technical Evaluation Criteria** to be met by the bidders. The criteria are applied on a knock-out principle.

Further, Bidders were recommended to pay attention to the main requirements towards the object of the tender outlined in **Section 5: Terms of Reference**, as specified per each component.

Referring to **Section 7: Proposal forms**, the below were highlighted:

- Bidders were encouraged to follow the **Form H: Format for CV of Proposed Key Personnel** when presenting CV of the key personnel listed under Section 4: Evaluation Criteria. Bidders have to ensure that the CV reflects not only incumbent's qualifications and experience, but also provides names and contact details of at least 2 reference persons. UNDP reserves the right to contact those persons into the purpose of due diligence exercise. Bidders should pay attention to the fact that CV's must be signed only by the referred persons and not bidder's director or administrator.
- **FORM K: Format for financial proposal** must be developed in US dollars currency. According to contract provisions, the unit prices are fixed and are not subject to any variation whatsoever (currency fluctuation, increase of market prices, increase of any taxes etc.), that is why bidders are encouraged to rethink and include all the costs associated with any risks for the implementation of this contract. In case of deviations between unit prices submitted in the bid and those reported after completion, UNDP will not accept such deviations and may terminate the contract immediately. When calculating prices in US\$, Bidders may use the exchange rate they think will cover all the costs associated with the contract implementation. Bidders must not necessarily use the UN operational rate of exchange (to check the UN operational rate of exchange (changes monthly), please, follow the link <https://treasury.un.org/operationalrates/OperationalRates.php>), however, in this case, they must ensure that Form H clearly indicates the used exchange rate. Also, pay attention to the fact that the financial proposal shall be VAT 0%. The envisaged project is of technical assistance and falls under international treaties to which Moldova is a party and as a confirmation, the Contractor will be provided with confirming letter. This means that not only the contractor but also its subcontractors can benefit from the 0% VAT reduction for the services provided under this contract. At the same time, in case there are any imports envisaged under this contract, the supplier will bear the responsibility for customs clearance, however, within 24 hours period from written notification, UNDP will issue a letter confirming tax free and VAT 0% application for the imported goods.
- **Form L** (Section 7) and Point 6.4 (Section 6) are templates for Proposal and Performance Securities (Bank Guarantees) correspondingly. Bidders are required to strictly follow these templates and do not allow banks to operate modifications in the text. In case any modification to the templates is requested by the bank, Bidders should address to sc.md@undp.org for advice if the required modification could be accepted by UNDP.

Further, Mr. Sagaidac made an overall presentation of the requirements of the **Section 5: Terms of Reference**, outlining the 3 components which are part of the tender and highlighted the importance of the proposed implementation concept to be in line with IACS (Internal Control and Administration System) best practices.

II. Questions and answers

| Clarification Requests from Suppliers | Answers by UNDP |
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| Question 1: The deadline for submission of clarifications is 5 calendar or working days? | Answer 1: The deadline is 5 calendar days. |
| Question 2: Is any of the personnel requirements mandatory, or they are all preferred? I.e. if some of the requirements are not fulfilled, does this just result in lesser points, or non-compliance? | Answer 2: Minimum qualification requirements and technical requirements related to personnel are described in SECTION 4: EVALUATION CRITERIA. The mandatory requirements related to personnel evaluated on a PASS / FAIL basis are the ones included under Minimum Eligibility and Qualification Criteria table from SECTION 4. Proposers that fail to meet minimum eligibility and qualification criteria, will be disqualified and not taken further into evaluation. The requirements under the Technical Evaluation Criteria shall be scored accordingly. To be substantially compliant, Proposers must obtain a minimum threshold of 70% of maximum points from technical evaluation. |
| Question 3: The timing of the project assumes that training will begin in June, before any of the other activities are completed. What is the training planned to cover if there will not yet be policy, system, etc? | Answer 3: The timeframe presented for deliverables is indicative, and for the training purpose it refers to June-August. Development of the training schedule can be initiated in parallel with the development of the required knowledge for trainings. |
| Question 4: Would it be possible to extend the tender deadline, as two weeks seems short for a bid of such scope? | Answer 4: The tender was published on 13 th of April, with the deadline set on 11 th of May, counting a total of 4 weeks. A decision of extension will be taken depending on the number of potentially registered applicants on Quantum platform. Proposers will be informed at least 5 days in advance about the decision of extension. |
| Question 5: Is there any requirement for key personnel to be present on-site for some time? | Answer 5: The bidder is asked to ensure rapid local response (including presence of staff) to any of the contract related requests (whether through a local branch or office, through a local consortium partner of a local subcontracted consultant or company or other – all relationships to be documented through official documents and valid contracts submitted with the Proposal). |
| Question 6: Please specify whether the tenderer awarded under this procedure will have the right to participate in the following award procedures for IACS, since in this stage both the legal framework and the way of subsequent approach for the IACS project are to be developed. | Answer 6: The announced tender refers to implementation of digital National Farmers Registry. As part of the Component 1, the bidders shall develop the concept of implementation of future IACS system, which could be subject of other potential future tenders. However, the documentation regarding IACS developed under the current tender does not refer to any incentives that will limit anyhow company's future eligibility for open competitions and shall not entitle any competitive |

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| | advantages to the contractor. |
| Question 7: Please specify if the deliverable from component 3 includes both the development of the national register of farmers and the definition of the plot for the LPIS component. | Answer 7: The component 3 refers to definition of the plot for the LPIS component and testing it for the selected pilot regions. |
| Question 8: The evaluation criteria “9. The financial situation” seems to be discriminatory against local companies in some way. Is there any way to relax it? | Answer 8: The minimum requirements for financial standing shall ensure selection of a vendor capable of performing the activities on his own not expecting any advance payments for the activities. At the same time, companies could submit a proposal as part of a consortium to be sure that they qualify for the tender. |
| Question 9: Could you please elaborate on "... and perform current mapping using high precision satellite imagery that are digitally rendered using AI tools to identify agricultural lands, existing cadastral maps and soil maps.” | Answer 9: As part of the component 3, the contractor shall define the LPIS and test the system for the selected pilot regions only. |
| Question 10: What is the minimum number of points that Proposers need to obtain in order to be considered for final evaluation? | Answer 10: Proposers shall cumulate a minimum of 700 points for the technical evaluation stage to be considered for further financial evaluation. |
| Question 11: Does "perform current mapping" mean that the supplier would need to perform digitization of parcels and the output of the project is all agricultural land parcels (land cover of Moldova)? | Answer 11: The contract shall test the proposed LPIS system only in the 3 pilot regions. |
| Question 12: Page 35 of TOR contains such terms as "evaluation" and "evaluation case". What exactly will be evaluated? | Answer 12: The reference to “evaluation” and “evaluation case” refer to minimum tentative technical requirements for the component 3, which are subject of the proposed concept by the Proposer. This does not refer to evaluation of the proposal. |
| Question 13: Is it acceptable to submit electronically signed offer documents? | Answer 13: Yes, offer documents can be signed electronically. |
| Question 14: In case the tenderer will need to involve subcontractor, is there a limit in % for the amount of services that can be subcontracted? Can a tenderer subcontract the amount of 50% of the services? | Answer 14: There are no limitation on the % of subcontracting. But subcontracting shall be defined in the proposed concept for implementation. All details related to the subcontractor experience, qualifications and role shall be included in the proposal. |
| Question 15: What is the list of documents to be presented in case of subcontractors? | Answer 15: Pre-defined agreements or letter of intent can be presented to prove the potential subcontracting relations. |
| Question 16: Regarding supporting documents to be presented for the personnel and/or for similar experience contracts and/or for financial requirements, in case the documents are not issued in English language, do we need to present authorized translations into English language? | Answer 16: The supporting documentation can be presented in any Romanian, Russian or English. Documentation in other languages shall be duly translated in English. |