



**Minutes of the Pre-Bid Conference
for
ITB22/02563 “Implementation of the Voucher programme for replacement of
household appliances”**

as of April 27, 2023, at 3 PM via Zoom

<https://undp.zoom.us/j/85601620454?pwd=ZINIWVB5eFhwU3hWcHVrRWViSGFuUT09>

Meeting ID: 856 0162 0454

Passcode: 374343

Agenda:

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

I. Presentation and description of procedures

The Pre-bid conference was opened by *Virginia Bilici*, FPI Programme Manager, who welcomed the participants and introduced the members of UNDP team present at the meeting: *Andrei Matcovschi*, the representative of the company involved in Development of a functional extension of Information System Energy Vulnerability Fund "Electro-appliances Voucher Program"; *Serghei Zamsa*, FPI ICT National Consultant; *Nadejda Russu*, FPI Procurement Coordinator; and *Cristina Gnaciuc*, Head of Procurement and Operational Support Unit, UNDP Moldova.

Ms. Gnaciuc made an overall presentation of the tender's conditions and requirements, specifically focusing on Sections 3, 4 and 7 of the solicitation documents.

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

- The bid could be presented in English and/or Romanian and/or Russian (acceptable);
- Partial bids shall not be allowed. Bidders must quote discounts for the total requirement requested under Section 5. Schedule of Requirements/Terms of Reference. Evaluation will be done for the total requirement.;
- 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;

- Maximum **expected duration of contract**: 3 (three) months with the possibility of extension for up to 6 (six) additional months subject to the Supplier's satisfactory performance.
- **Bid and Performance Security** - Not Required
- **Penalties for delays** - Not Required
- **Contract award to one or more bidders** - Up to 3 (three) Bidder(s) based on the highest calculated percentage discount. The total budget of the Vouchers Programme, under which the mentioned 3 (three) contracts shall be awarded is 5.8 million USD
- 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 nadejda.russu@undp.org or 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.orac.lecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127714247>

Please note that the access link to the Supplier registered profile is sent from Oracle within up to 3 days. In case Bidders have not received the access link after 3 days since registration, they should address for support to UNDP at the email address: sc.md@undp.org.

In case Bidders encounter errors with registration (e.g. system states Supplier already is registered), they should address for support to UNDP at the email address: sc.md@undp.org. Computer firewall could block *oracle* or *undp.org* extension and Suppliers might not receive the Oracle notifications. Bidders were recommended to turn down any firewalls on your computers to ensure receipt of email notification.

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-notice.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: Schedule of Requirements**, such as legal context, technical requirements, delivery terms, and after sales requirements etc.

Referring to **Section 7: Returnable Forms**, the below were highlighted:

- Bidders were encouraged to follow the template from Section 7 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 H: Price Schedule** will form Bidder's Financial Bid.
Bidders are required to provide the amount of offered discount from shelf price per category of goods. The offered discount shall be calculated from the VAT 0% price of the electro-appliance.
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.

II. Questions and answers (including prior and post Pre-Bid Meeting):

Clarification Requests	Answers
<p>Question 1: What should Bidders do in case of problems with the registration process in the Quantum portal?</p>	<p>Answer 1: In case you encounter problems in registering and submitting a bid through Quantum platform as recommended in the video and user guides attached to the tender notice pages, please write to nadejda.russu@undp.org or sc.md@undp.org and UNDP will try to help with solving the issue.</p> <p>If you no longer have access to the email address you initially registered with, you can provide an alternative address to UNDP contact persons for the information to be updated in QUANTUM.</p> <p>If you have forgotten the password, please use the "Forgot Password" option on the login window.</p>
<p>Question 2: Could you please clarify and may be give us a correct example of how to present the offer. Should it be for the whole category with discount from retail price on the shelf? Should it be without VAT or with?</p>	<p>Answer 2: The Price Schedule shall be prepared using the Form H: Price Schedule provided in Section 7 and taking into consideration the ITB requirements.</p> <p>Bidders are required to provide the amount of offered discount from shelf price per category of goods.</p> <p>The offered discount shall be calculated from the VAT 0% price of the electro-appliance.</p>