

Minutes of the Pre-Bid Conference

for **RfP24/02833**: Human Security / The implementation of Capacity Building Programme for the private sector involved in producing solid biofuels through non-cash support mechanism.

March 28, 2024, 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 Ms. Veronica Lopotenco, Individual consultant, Grant Manager under Human Security Project, who welcomed the participants and asked them to present themselves. Meeting participants were: Ms. Alina Bujor - Regional Development Agency Centru, Mr. Vitalie Popa - AXA Management Consulting, Mr. Alexandru Panfilii - Business Global Access, Mr. Liviu Andriuta - Business Consulting Institute, Ms. Natalia Volcovschi - Procurement Associate, and Mr. Serghei Dulghieri - Project Procurement Associate.

Ms. Lopotenco made an overall presentation of the Terms of Reference, starting with the timeline of the project, the beneficiaries, and the types of grants. Then she moved to describing the Scope of Works in more details, mentioning that the selection of the non-cash support beneficiaries will be conducted by UNDP. The beneficiaries to be selected are 10 small, micro and medium sized enterprises producing solid biofuels, and will be supported to mitigate the increase in production costs caused by rising energy prices, high equipment maintenance and logistics costs, as well as limited local market competitiveness. The implementation of the non-cash support mechanism will help to reduce production costs and enable selected MSMEs to reinvest the savings in business expansion. The total amount for the non-cash support mechanism is up to 486,000.00 US\$.

Further Ms. Volcovschi explained general rules and conditions of participation in UNDP Quantum tender/ negotiation, the particularities of offers submission, clarification process (messages to be submitted via Quantum message functionality), payments to be paid in national currency, according to UNORE rate. She mentioned the necessity of providing the Proposal Security in the amount of 11,000 USD (confirmed by an official bank letter submitted to Procurement Unit of the UNDP Moldova CO) and the bid validity of 150 days. Special attention was paid to the evaluation process to be

conducted by the Evaluation Committee, mainly the eligibility and qualification criteria set in the solicitation document.

II. Questions and answers

Question 1: With reference to the success stories: It is mentioned the story should be drafted, with high-resolution photos and/or videos produced and submitted to the Project. Does this imply the production of a professional video spot, or it can be limited to the presentation of high-quality photos without involving a specialized company (which often requires substantial additional budget)?

Answer: The success stories will not imply video producing. The ToR will be amended in this regard and will be published as Amendment no. 1.

Question 2: What is the scale of the coaching/ mentoring activities as it should be reflected in the financial proposal?

Answer: Two coaching/ mentoring interventions at the beneficiaries' premises for at least one representative to be conducted.

Question 3: Are the launch meeting and the award ceremony two different events?

Answer: Yes, they are. The launch meeting is an online or offline meeting with all the selected companies (beneficiaries) of a planning character, where everyone is informed about the details of the further activities. Whereas the award ceremony is a more solemn official event.

Question 4: What are the focus group of the beneficiaries meant to benefit from the trainings? Who are they, how many people from each company?

Answer: Up to two representatives from each company, thus, the final number will be known after the selection of the beneficiaries.

Question 5: UNDP asks that the confirmation letter from the bank should be presented in the original. What is the procedure with the letters signed electronically?

Answer: In this case letters are presented in an electronic copy; the signatures are verified on the bank site (no need to present a printed copy). In case the letter is signed manually, the original should be submitted.

Question 6: According to the RfP, the offerors must provide financial data for the years 2021,

and 2022. Do you need 2023 data?

Answer: As not all companies have 2023 data by now, the turnover from 2021, 2022 is requested.

Question 7: Does the term annual turnover of 400,000 USD refer to each year or for the both years cumulatively?

Answer: The solicitation document will be revised to adjust the annual turnover of 400,000 USD, to average annual turnover of 400,000 USD for the 2021-2022 years.

Question 8: From what regions are the beneficiaries, as their location also influences the budget of the future activities?

Answer: Since the beneficiaries are not yet selected, this information is not yet precise. Please consider the tentative locations as follow: 70% of the solid biofuel's producers are located within 100 km from Chisinau, 20% in the Nord region and 10% in the South region.

Question 9: According to the tender document, the assignment is to be accomplished by mid-September 2024. If the contract is not signed until May 1st, as per the RFP document, will the contract duration be extended correspondingly?

Answer: The contract duration is linked to the Human Security Project implementation period, which is end of September, therefore no extension is possible.

Question 10: Which amounts are to be reflected in the financial reports: all the expenditures or only expenditures resulted from the grants?

Answer: The financial reporting shall be performed according to the non-cash support mechanism, incorporating the expenditures related to "Direct costs" and "Personnel costs".

At the end of the meeting, Ms. Lopotenco pointed out that the current meeting minutes will be published in Quantum and will be available for everyone interested in this tender. The system will automatically generate an Amendment to the negotiation. In addition, an Amendment to the RFP will be published, to reflect the changes to the solicitation document.