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**Minutes of the Pre-Bidding Conference for
Procurement of Portable Body Cameras
For the Border Police of the Republic of Moldova,
19 May 2017, 11:00**

“Le Roi” Business Centre, #29, Sfatul Tarii Street, 2nd floor, room 201, Chisinau, Moldova.

Agenda:

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

Presentation and description of procedures

The Pre-bidding conference was opened by Mrs. Tatiana Panfil, UNDP Procurement Associate, who welcomed the participants, introduced the members of UNDP team and Border Police representatives present at the meeting and passed through the agenda of the event.

Further, she made a short presentation of the project “Strengthening capacities of the Ministry of Internal Affairs and its internal subdivisions for the effective implementation of the sector reform agenda” (MIA Project) and explained the connection of the present tender with the project objective. One of MIA Project's priorities is to improve the operational and functional capacities of MIA and its subdivisions by endowment with modern ICT tools and systems. As part of this objective, UNDP intends to purchase portable body cameras for the Border Police Department necessary for strengthening its performance, including anti-corruption measures.

Also, Mrs. Panfil, emphasized on some important aspects about the procurement rules in UNDP.

Procurement processes are organized based UNDP international rules, following four basic principles: **Best Value for Money**, which expresses the balance between price and quality of goods; **Fairness, Integrity and Transparency, Effective International Competition**, and **best interest of UNDP**. Based on these rules, UNDP has developed and included in tender documents the eligibility criteria for potential applicants (based on all the requested documents) along with the technical evaluation criteria for the offered goods.

Mrs. Panfil highlighted several important aspects of the competition process:

- The offers may be submitted in English, Romanian or Russian.
- The winner will be the **lowest priced technically compliant offer** and the contract will be awarded to **one single company**.
- The acceptance of **UNDP contract General Terms and Conditions** such as delivery at place (DAP) – Chisinau; commercial offer without VAT; required after-sales services: minimum 2-year warranty for goods and provision of a Service Center for maintenance/repair; 90-day validity of the offer (if less it is reason for disqualification) and 100% payment upon complete delivery of goods.
- The **evaluation process** is performed based on the evaluation criteria published in tender documents. Besides the initial evaluation of **company eligibility**, there come another 2 stages: **technical evaluation** (compliance with the generic technical specifications of the items which we demand – Annex 1 to the RfQ) and **financial evaluation** (best price).

Further, companies were encouraged to address questions/comments regarding procurement terms and conditions, document package and offer submission as well as to the required technical specifications of body cameras.

Questions and answers:

Question 1: Which currency should the offer be submitted in?

Answer: You can submit your quotation in any currency, but UNDP preferred currency is USD.

Question 2: The offer should not include VAT?

Answer: Yes, offers should be exclusive VAT. UNDP will provide custom letters/confirmation documents to the winning company regarding VAT exemption for all purchases made for UNDP.

Question 3: What does the clause „Installation, testing and training“ mean since these goods are going to be delivered together with the manual and there will not be any installation?

Answer: This is a requirement of the Border Police. Besides the user manual which is provided by default, even international companies can include in their offers solutions how to demonstrate the equipment and teach the beneficiary how to use it appropriately either in person or on-line (eg.: offer a trainer, webinar session, video materials/tutorial, or other solutions, and the contacts of a person whom the beneficiary could address in case for questions and/or clarifications).

Question 4: Payment is done only after the delivery of goods?

Answer: Yes, payment is made 100% upon full delivery and acceptance of goods.

Question 5: Regarding the dimensions and the weight of cameras, you have indicated concrete parameters. May these parameters deviate by 15% as each manufacturer has its own parameters?

Answer: Kindly note that the expressions „up to“ used for dimensions and „maximum“ used to describe the weight suggest that these two parameters may vary from manufacturer to manufacturer, but must not exceed the indicated limits. Border Police officers wear several devices on their uniform and it is important that any additional device causes minimum discomfort to them. Thus, these parameters are important.

Question 6: Does the specification „optional“ for leather case mean that we can either include it or not it in the offer? Including the cost of the leather case in the offer may result into a less competitive financial offer.

Answer: If among accessories a leather case is provided, it will be considered an advantage. The offeror is free to decide either to include the cost of the leather case in the offer or not. Nevertheless, the absence of the leather case is not the reason for technical disqualification.

Question 7: Is the compatibility of body cameras with Motorola radio terminals important? And why Motorola?

Answer: The compatibility of portable body cameras with Motorola radio terminals has been changed from mandatory to optional. It is desirable, but optional. Please see Annex 1 for updates.

Question 8: Resulting from the previous answer, does it mean that body cameras must record not only video but also the sound, as it is not specified in the requirements of body cameras?

Answer: The body cameras must be able to record the voice as well. This parameter is added to the existing technical specifications. Please see Annex 1 for updates.

Question 9: How will be the data transfer performed from camera to the storage space? And what storage is preferred: cloud based or external hard?

Answer: The default way of data transfer must be the USB data cable. WI-FI and/or GSM are optional.

Question 10: The delivery of 240 cameras may take more than 30 days to be delivered. Is there any possibility of extension of the delivery period?

Answer: Kindly notice that the delivery period is 30 working days, which is about 44 calendar days, time that should be sufficient for the delivery.

Question 11: What does the shock resistance criteria suppose?

Answer: In case of police body cameras we must consider the shock caused by impact, drop, kick, etc. There are shock resistance standards and such equipment usually has appropriate specifications in its quality certificate. However, this criteria is optional. Please see Annex 1 for updates.

Question 12: Isn't the 32 GB internal memory little space to record both video and sound during officers' shift?

Answer: The specification is formulated as „minimum 32 GB“, if camera memory exceeds this parameter it is also acceptable. Additionally, it is expected that the camera will not be turned on for recording non-stop during the entire working day. It is important to record specific situations as required.

Question 13: Regarding video output, is it HDMI 1.3 „and“ USB 2.0 or is it HDMI 1.3 „or“ USB 2.0?

Answer: Both outputs are required, HDMI 1.3 and USB 2.0.

Question 14: Is it mandatory that the User Manual provide the information in 2 languages English and Russian or English and Romanian? Isn't just English sufficient?

Answer: The User Manual must offer the information in 2 languages English and Russian or English and Romanian. If in the original manual, user instructions are not provided in Russian and/or Romanian languages, we accept a translated version to one of these two languages. In this case, the contractor is responsible for the quality of translation of user instructions.