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**Minutes of the Pre-Bidding Conference for**  
Procurement of Medical equipment for the Medical Service  
of the Ministry of Internal Affairs (MIA) of the Republic of Moldova (16 LOTS)  
**ITB17/01528**

**13 June 2017, 11:00**

"Le Roi" Business Centre, #29, Sfatul Tarii Street, 3rd floor, room 305, 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 Mr. Viorel Albu, MIA Project Manager, who welcomed the participants, introduced the members of UNDP team and of MIA Medical Service representatives present at the meeting and passed through the agenda of the event.

Further, he 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. As part of MIA Project objective, UNDP intends to purchase medical equipment for MIA Medical Service

Also, Mr. Albu, emphasized on some important aspects about the **procurement rules in UNDP**.



Procurement processes are organized based UNDP international rules (published on the UNDP website), that **differ from the Republic of Moldova public procurement rules**. Based on UNDP rules and principles and the specifics of the medical equipment industry in Moldova, MIA Project 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**.

Mr. Albu and Mrs. Tatiana Panfil, UNDP Procurement Associate, highlighted several important aspects of regarding tender solicitation documents and competition process:

- A *Section 2* of the ITB provides detailed **instructions to bidders**, companies were encouraged to read them attentively;
- The second column in the DATA SHEET table provides a "code" that represents a cross-reference to instructions from Section 2, for bidders' guidance;
- Bid can be submitted in any of the 3 languages that suit that bidder: **English, Russian or Romanian**;
- There are **16 lots**: each type of equipment listed in the ITB represents a separate lot. One bidder may submit offers/win contracts for 1 to 16 lots;
- For each lot, bidders can offer equipment with **higher technical specifications, but not below the ones mentioned in Annex 1** (minimum technical requirements);
- It is important to provide the statement from the Manufacturer regarding the **production of consumables and spare parts for a period of at least 7 years** for the equipment to be supplied;
- **Annex 2-Technical Responsiveness Table is a mandatory Excel template** to be filled in for the relevant lots. It was created to standardize bidders' applications, ease the technical evaluation process;

- When applying for 1 lot, a minimum of USD 150.000 annual turnover for the past 2 *years* is required (for the lots 1-15), and while for each additional lot applied, the minimum annual turnover shall increase by at least 20% for the past 2 *years*;
- **Catalogues with consumables and spare parts** are required for the final beneficiary of the medical equipment - MIA Medical Service. Their **estimated prices** are not part of the financial offer, and **will not be considered in the evaluation process**;
- For the **public bid opening, a prior registration is required.**  
UNDP will announce **total amounts per lot**, that include 5 components: equipment cost plus the four (4) related costs mentioned in the ITB;
- UNDP will ask a **Performance guarantee of 10%** of contract value only **from the winning companies** whose **total contract value will exceed 200,000 USD** (for a single lot or more cumulated lots) – special template provided by Section 9;
- UNDP Payment will process the payment in the currency indicated by the winning bidder in the offer. Payment is made 100% upon full delivery of goods, with no advance payments.
- **UNDP has its template contracts** that should be accepted by suppliers. UNDP General Terms and Conditions are a part of the UNDP contract.
- The information regarding **contract winners** will be published on UNDP Moldova web-page.

Mrs. Panfil underlined a few important aspects of the application process:

- This is an **electronic tender**, therefore **the only way to submit a bid is via the E-tendering** platform <https://etendering.partneragencies.org>. No other ways of bids submission is accepted.
- Instruction documents are attached to the ITB announcement: **Bids registration instructions**  and **eTendering Instructions Manual for Bidders** .
- In case of questions that require “ideal response”, ATLAS (electronic platform) will **automatically reject the offers that do not provide that ideal response**;
- A successful/unsuccessful **submission** of offers is being confirmed to bidders by a **system notification**. Companies are encouraged to **submit** their bid one or a few days **prior to deadline expiry** and make sure that offers are being accepted by the system;
- **For any amendments and changes** related to the given tender (publishing of minutes and clarification questions and answers), registered users will receive **notifications from the system**; These will be also published on the local and international web-pages.
- **Bidders can make changes to submitted offers. UNDP will consider the last submitted version.**

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 for each lot.

## Clarification Questions and Answers:

**Question 1:** *Is the "certificate of origin" for equipment mandatory at the stage of offer submission? The manufacturer may offer it only after the invoice is issued. Therefore, prior to equipment delivery, only a preliminary certificate may be provided to UNDP.*

**Answer:** UNDP accepts a preliminary certificate of origin at offer submission stage and the original certificate upon delivery.

**Question 2:** *Regarding the proof of the existence of an Authorized Service in the Republic of Moldova for a medical equipment, are "Service Training Certificates" provided by the manufacturer to local supplier's engineers accepted? Local supplier's engineers are trained and certified by the manufacturer as qualified to provide reparation of equipment.*

**Answer:** In case the Local Supplier engineers are certified by the manufacturer to provide repair of the equipment and the local supplier provides such services, this should be clearly stated in the submitted Bid.

**Question 3:** *The first question in ATLAS regarding the existence of conflict of interest displays a wrong "ideal response" – "yes". The correct answer should be "no". How should the applicant specify the right answer, but not be rejected by the system?*

**Answer:** The ideal response is corrected. Ideal response is "NO".

**Question 4:** *Some supporting documents are in English, some in Romanian and others in English. Will UNDP accept the supporting documents in their original language without being translated to one of the 3 acceptable languages?*

**Answer:** UNDP will accept the supporting documents in any of the 3 languages mentioned in solicitation documents: either English, Romanian, or Russian.

**Question 5:** *There are supporting documents that need to be uploaded to the system. Though they may be not mentioned in a concrete ATLAS question. Can we upload these documents randomly, to whichever question where available this option?*

**Answer:** The Bidder is required to upload all supporting documents wherever the system permits.

**Question 6:** *Regarding Required Documents that must be Submitted to Establish Qualification of Bidders, is the requested "Company Profile" the same as Section 5 – Bidder Information Form?*

**Answer:** Section 5 – Bidder Information Form requires brief company profile information. Additionally the Bidders are required to provide company profile.

**Question 7:** *Is "Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country" the same as "Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer"? [DATA SHEET, paragraph. 26 (pag. 19)]*

**Answer:** "Official Letter of Appointment as local representative" is required for Local Representative Companies of the International Companies. If it is not the case, this document should not be provided. "Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer" is required from Companies, which are not manufacturers of the supplied medical equipment.

**Question 8:** *The offer should be VAT exclusive and customs tax free. Will UNDP provide supporting documents?*

**Answer:** UNDP will provide customs letters/confirmation documents to contract winner(-s) regarding VAT and other direct taxes exemption for all purchases made by UNDP.