

Pre-Bidding meeting minutes

ITB18/01732 Provision of Event Management Services for UN Women Moldova

8 May 2018, 11:00-11:30

3rd floor, Kentford Building, 202,

Stefan cel Mare si Sfant Ave, Chisinau, Republic of Moldova

The purpose of the pre-bidding meeting for the ITB18/01732 is to explain important aspects related to the procurement procedures and clarify various technical aspects of the requirements. The ITB is an open competition launched on 20 April 2018 with the deadline for submission of the bids set for 14 May 2018, 10:00.

Questions and answers received during the Pre-bidding meeting:

Question 1: *Can we provide quotations in USD, given the fact that the exchange rate is volatile and may change dramatically in the near future?*

Answer: The ITB documentation clearly stipulates Moldovan Lei as the currency for the ITB and therefore only quotations in Moldovan Lei will be accepted.

Question 2: *Is there a possibility to introduce a clause in the contract stipulating that if the prices for provision of event management services will increase considerably on the market, then prices agreed by contract will be increased too?*

Answer: The contract does not contain such a clause and the revision of contractual price unit is not possible.

Question 3: *As part of the required documents that must be submitted, bidders shall provide copies of valid agreements with hotels/conference halls/catering companies etc. What is a guarantee statement in this case?*

Answer: The guarantee statement shall explicitly confirm the availability of the company to provide copies of agreements that exist between the bidder and other companies with respect to the services required by the ITB.

Question 4: The businesses we work with, usually do not provide Statements of Satisfactory Performance. If we are going to ask for such a document, what information shall it contain?

Answer: In case your company provided services to UN, you can ask the particular UN Agency to provide you a Performance Evaluation document. If you intend to ask a private company or state institution for such document, then it should include the description of services provided and the performance of the bidder in delivering the services.

Question 5: Do we need to provide a bid security?

Answer: No.

Question 6: *Private companies are not subject to mandatory audit but they provide annual detailed financial statements as part of the reporting to the governmental authorities. Can we provide the financial statements as documents that reflect the current liabilities/assets, profits and turnover ratios?*

Answer: Yes, if the financial statements are detailed and they contain the mentioned requirements.

Question 7: *The access for persons with disabilities are very limited or non-existent in areas outside Chisinau. Are these requirements mandatory?*

Answer: For outside Chisinau areas it is recommended that the services provided are accessible for people with disabilities.