



**Minutes of the Pre-Bid Conference for  
RfP21/02232: Provision of support to communities (Local Public Authorities) in Nisporeni,  
Calarasi, Basarabeasca, Leova, ATU Gagauzia, the Security Zone and Transnistria region**

**April 2, 2021, 10:00 AM**

Online, Zoom platform

Ref. no: RfP21/02232

**Agenda:**

- I. Presentation and description of procurement procedures and technical requirements
- II. Questions and answers

**I. Presentation and description of procedures**

The Pre-bidding conference was opened by *Mrs. Victoria Ignat, ResComWomEmp Project Manager*, who welcomed the participants and introduced the members of UNDP team present at the meeting: Mrs. Silvia Pana-Carp, Programme Analyst; Mr. Anatolie Risina, Project Officer on Environment; Mrs. Tatiana Craciun, Project Officer on Capacity Building and Gender, Mrs. Liuba Brinzoi, Project Administrative/Finance Associate, Mr. Iurie Tarcenco, Procurement Associate; Mrs. Maria Tarigradean, Project Manager, CCDRR Project.

She welcomed and thanked the representatives of the companies for their presence and interest in the tender and has made an overall presentation of the assignment, specifically focusing on Section 5. Scope of Works. She highlighted that the target areas of this assignment are the districts Nisporeni, Calarasi, Basarabeasca, Leova, ATU Gagauzia, the Security Zone and Transnistria region and that financial support shall be provided to the Local Public Authorities, i.e. 16 000 USD in the form of grants and 10% co-financing is expected from the beneficiaries. Also, it was noted that 3 local NGOs are to be selected under this assignment to provide coaching and mentoring support to the communities. It was also stipulated that a set of eligibility criteria was developed and endorsed by the Project Board during the 1st year of project implementation which will be further detailed and finalized in collaboration with the selected Contractor, as also mentioned in the ToR.

Additional remarks were outlined, as follows:

- The selected company shall be fully responsible for the smooth implementation of the contract;
- It must be an officially registered legal entity as per Moldovan legislation
- The company/organization must be financially sustainable with a minimum average annual turnover of USD 350,000 for the last 3 years and minimum 3 contracts during the last 10 years, with a cumulative value of 400,000 US\$, in the area of local development/business support (funds/grant administration) envisaging both provision of trainings/coaching/mentoring and procurement of goods/services/works for the final beneficiaries (LPAs, start-ups, SMEs, social entrepreneurship, other relevant areas);
- There are required at least 5 years of experience in implementing development programs, projects, capacity building activities in the areas of environment/climate change/local or rural development/economic development;
- Work on projects with gender equality focus will constitute an additional advantage;
- Possesses technical and human resources for the successful implementation of the assignment and/or has capacities to subcontract external consultants/experts or NGOs/companies.

Further on, *Mr. Iurie Tarcenco* has presented in detail the RfP process, highlighting the most important parts of the published documents, submission details and deadlines. He outlined some important conditions and requirements related to solicitation documents and procurement rules in UNDP, as follows:

- The RfP states the evaluation criteria to be met and mandatory documents to be submitted by companies as per sections Documents to be submitted and Evaluation Criteria of the RfP;
- The Technical Offer must be separated from the Financial Offer, whereas the Financial Offer must be **password protected**. The amount of proposal shall be indicated only in the Financial Proposal. Failing to comply with this requirement is subject to Bid disqualification. At the same time, in the eTendering system the amount indicated should be 1 (one);
- The required amount of the **Bid Security** is of 14000 USD. The original **Bank Guarantee** must be presented in original at the UNDP Country Office before the application deadline, while the scanned copy should be attached to the online application package. If more time is needed to obtain the Bank Guarantee, an email should be sent to the contact person in order to request extension of the application deadline;
- 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 the contractor will benefit from the 0% VAT deduction for the services provided under this contract.

- The Financial Proposal Form can be adjusted as per Bidder's technical proposal by adding/deleting any budget sub-categories which seem relevant, except for the last section V. *Value of support to be provided to beneficiaries and NGO partners* which shall remain unaltered. The respective amounts are to be included in the Total Budget of the Proposal.
- The Bids may be submitted via e-tendering platform only. After deadline expiry, the system will automatically close, and no more offers will be accepted. Bidders are encouraged to register and upload their offers at least **one day before the deadline**, to avoid last moment technical issues that could impede them successfully submit their offers. For easy reference, on the tender announcement page, besides the PDF application guides, there are available videos in Russian and English to help bidders with the electronic submissions: *e-Tendering Resources for Bidders*  
<https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

**In case any other technical issues or errors occur** during the submission process, the Bidder is encouraged to send a screenshot by email to the contact person and request support.

- The required documents are presented in logical order and the Bidders are encouraged to follow the same logic when preparing their applications;

## II. Questions and answers

**Question 1: With reference to the 3 local NGOs that are to be selected in order to provide coaching and mentoring support to grant beneficiaries, would it be enough for them only 1-day training to 2 Coachers per NGO partner?**

Answer: A 1-day Kick-off training to minimum 2 Coachers per NGO partner is considered sufficient. It is expected to engage NGOs which have the required capacities to provide the mentoring and coaching support envisaged under the assignment. At the same time, shall the Contractor consider additional support is required to NGOs besides what is planned under this ToRs, such support shall be ensured by the Contractor. The Project shall also provide additional guidance to NGOs as and if required. To note that currently an institutional capacity development programme is being implemented for 6 local NGOs mostly located in the Project's target areas. Additionally, a separate capacity building programme on environment, climate change and gender has been delivered to a pool of NGOs. The respective NGOs will be strongly encouraged to apply as partners in line with the ToR provisions. The selected Contractor will have access to the list of capacitated NGOs.

**Question 2: What should be the validity period of the Bank Guarantee Letter?**

Answer: The Bank Guarantee must be valid for a minimum period of 150 days starting with the day of the application deadline.

**Question 3: If the minimum average annual turnover criteria is not being met, shall the application be disqualified or not?**

Answer: In this case, no points will be allotted to this criterion. At the same time, the application shall be further evaluated.

**Question 4: If the Bidder has other contracts with UNDP, then Confirmation of Service Letters from UNDP shall be taken into consideration?**

Answer: Yes, Confirmation of Service Letters from UNDP can be submitted in the application package.

**Question 5: Are the monthly site-visits to beneficiaries a mandatory activity to be carried-out by the Contractor?**

Answer: Yes, it is. The Contractor shall be fully responsible for the smooth implementation of this assignment, keeping track of the progress and addressing all requests that may arise from the beneficiaries.

**Questions and Answers**

Please see below the questions received via email after the Pre-bidding conference and the relevant answers:

**Question:** Performance Security – in what form shall it be provided? Do you mean a Bank Guarantee, or do you envisage other forms as well?

**Answer:** There is no need to provide a Bank Guarantee or any other forms for *Performance Security*. The Performance Security will be in the form of retention money (10% are retained) from the total contract amount until final certification of acceptance of all contract deliverables. At the same time, there is required a Bank Guarantee for the *Bid Security* (RFP Section 3, point 6.14) for the amount of USD 14,000.