



## **Minutes of the Pre-Bid Conference for**

**RfP 21/02237: Provision of support to women agri-producers/businesses in Nisporeni, Calarasi, Basarabeasca, Leova, ATU Gagauzia, the Security Zone and Transnistria region**

**April 16, 2021, 10:00 AM**

Online, Zoom platform

Ref. no: RfP21/02237

### **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 *Mr. Anatolie Risina, ResComWomEmp Project Officer on Environment*, who welcomed the participants and introduced the members of UNDP team present at the meeting: Mrs. Tatiana Craciun, Project Officer on Capacity Building and Gender, Mrs. Liuba Brinzo, Project Administrative/Finance Associate, Mr. Iurie Tarcenco, Procurement Associate; Mrs. Maria Tarigradean, Project Manager, CCDRR Project.

He welcomed and thanked the representatives of the 3 companies present at the event and for their interest in the tender and has made an overall presentation of the assignment, specifically focusing on Section 5. Scope of Works. He 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 non-cash support shall be provided to 10 women agri-producers/businesses, i.e. 18 000 USD in the form of grants and 20% 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 200,000 for the last 3 years and minimum 2 contracts of supporting local and/or sustainable development (funds/grant administration) during the last 10 years, with a cumulative value of 200,000 US\$, 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 is 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;
- Proven experience in working with projects promoting gender equality and women empowerment 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 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**. Only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive. 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 7000 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 women 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 strongly 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: Is it acceptable to provide alternative Proposal Security forms in lieu of Bank Guarantee? Previous experience shows that certain Moldovan Banks are not aware of this procedure and consequently they refuse to issue such guarantees.**

Answer: No, it's not acceptable. UNDP Moldova is part of the UNDP Global system where all procurement procedures are standardized. The Bidders are encouraged to contact central Bank Offices instead of peripheric ones, which are generally acquainted with the UNDP procedures. The Bidder may also request the deadline extension of the tender if there's needed more time to obtain the Bank Guarantee.

**Question 2: With reference to the 3 local NGOs that are to be selected as to provide coaching and mentoring support to grant beneficiaries, how relevant is for them to have expertise in environment and climate change areas considering that the non-cash support is addressed to business entities?**

Answer: It is expected to engage 3 NGOs which have the required capacities to provide the mentoring and coaching support envisaged under the assignment. Their main role will be to effectively implement the coaching and mentoring support to assigned women agri-producers from the covered regions/districts. The NGO's expertise on environment and climate change areas is essential considering that the grant beneficiaries are expected to strengthen their climate resilience capacities through environment-friendly and climate resilient initiatives. 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 large 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 3: Should the experts proposed for the implementation of this assignment be employed by the Bidder on a permanent basis or is it acceptable to be contracted externally?**

Answer: The contracting modality of the experts rests upon Bidder's preference solely. No requirements related to this aspect are imposed by UNDP.

**Question 4: The minimum average annual turnover of 200 000 USD for the last 3 years could be interpreted as a minimum of 200k per year for 3 consecutive years or is this a cumulative amount for the entire period of the last 3 years?**

Answer: The requested minimum average annual turnover means that the Bidder must provide evidence that the average turnover per year during the last 3 years is of 200 000 USD. At the same time, failing to meet this criterion is not ground for disqualification. In such case, no points will be granted to this criterion and the application shall be further evaluated.