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Pre-bidding Conference Minutes

Project: 00088088 Strengthening Parliamentary Governance/Parliament II

Activity: RfP18/01780 Induction training for MPs in Parliament (SPGM Project).

Venue

UN House, UNDP, 131, 31 August Str.
MD-2012 Chisinau, Republic of Moldova

Date: 23 July 2018, 12:00 – 13:00

Agenda

- Presentation of the TOR and Request for Proposal
- Q & A Session

Participants

UNDP members:

1. Femke Brouwer, Technical Specialist Parliament, SPGM Project - member
2. Sergiu Galitchi, Project Manager, SPGM Project - member
3. Iurie Tarcenco, Procurement Officer, UNDP Moldova - member

Attending bidder representatives

I - Opening Presentation

The Pre-bidding conference was opened by Ms. Femke Brouwer, Parliamentary Technical Specialist, SPGM Project – member who introduced the members of UNDP team present at the meeting and made an overall presentation of the tender's conditions and requirements.

The meeting was organised as part of the tender process for the RfP18/01780 for selection of a specialised support to the Secretariat of Parliament for the development of an orientation and induction programme for newly elected MPs.

II - Questions and Answers

During the pre-bidding conference the following questions were raised:

Question 1: Who's actually going to implement the capacity building programme, since the perception was that the secretariat was going to do that? But now I'm getting that this might be the next phase of the project?

Answer: Yes, the implementation of the capacity-building programme will be done by selected contractors. This training program will kick-off two-three months or so after the constituent meeting and the orientation sessions, which will be implemented by the parliament's secretariat.

UNDP has implemented training workshops for MPs, as part of previous inductions. For instance, we organized a media coaching training organized by Deutsche Welle for the current legislature. In contrast to previous years, UNDP would like these trainings to be embedded in a well-developed programme rather than organise ad-hoc trainings based on request from different political groups. The proposed trainings will be tendered in future competitions announced by UNDP.

Question 2: I recall the last time, companies had to choose between bidding for the assessment or the implementation phase, hence the question?

Answer: The capacity development programme will be reviewed and commented on by the UNDP project team and the beneficiary. It will be based on a needs assessment and closely reflect immediate needs of new MPs. UNDP will develop several Terms of Reference for the implementation of the capacity-development program and we do not expect one company to be able to cover all training areas. Companies are free to bid for this TOR for the preparation of the induction, as well as the implementation of the capacity-development program. UNDP will objectively assess, if the company has the capacity to implement the deliverables.

Question 3: On page 29 of the TOR, it states that evaluation tools should be developed for the assessment of the level of satisfaction of the participants with the programme. Can you please elaborate on your expectations?

Answer: We are looking at feedback from the participants, followed by focus groups with the people involved. We are expecting an evaluation report that addresses content, organization, division of labour and roles etc.

Question 4: What would be the role of the secretariat? What would be the division of labour between the company and the secretariat?

Answer: The Secretariat has formed a working group, which is cross cutting and involves all departments engaged in the induction. The working group is the main body representing the parliament in this project providing feedback and approval of the deliverables: handbook, survey, concept for the info sessions etc. The approval will be done on the recommendation of individual departments that are involved in the development of specific deliverables.

Question 5: Regarding team composition, is there a possibility to add positions on top of the ones identified in the TOR?

Answer: The proposed team should consist of at least the following profiles: Senior Expert, Junior Expert, Graphic Designer. Your company is free to decide if you'd like to add more people.

Question 6: On that note, in case we add another team member it would probably have implication on the budget of the project and hence 40% of the outcome is based on financial proposal it may affect the result

Answer: Over the last few months, the UNDP Project Team and the Parliament's Secretariat defined the scope of work and the size of necessary team. If you would like to add team members, then please include and provide the rationale behind it, so we can evaluate the increase in the budget.

Question 7: Another question on the Financials, we have asked before if there is a ceiling budgeted announced for this tender, would you mind clarifying that?

Answer: Unfortunately, UNDP does not disclose its activity budgets and we cannot provide you a ceiling budget. It is a competitive process in which we are looking to identify the best offer from both a technical and financial perspective.

Question 8: The translation of the handbook is part of the project budget not of UNDP, is that right ?

Answer: Yes, the translation of all written deliverables from English to Romanian is part of the project budget.

Question 9: In terms of estimations, a handbook of what size we need to consider? The previous older version of handbook, would it be available to us ?

Answer: The previous version of the handbook has around 100 pages, but it included a lot of the repetitions from the Rules of Procedure and other regulations. We are looking to develop a more concise handbook that in part is a reference book with description of departments, contact persons etc , and the other part offers a general introduction to the functions of the parliament. With the use of references to the legal framework and infographics, we expect the company to develop a shortened version. We strongly advise you to include as much details as possible into the financial proposal to be able to compare the offers between them.

Question 10: Should the proof of qualification mentioned on page 18 of the RFP come from the company or also from the proposed team?

Answer: Thank you for pointing this out, we will amend the RFP for clarification.

Question 11: And another one as well on page 21 the wording seems to not exactly match with the page 18 ?

Answer: Thanks for bringing that up, we will look into that and announce an amendment if needed.

Question 12: Does the power of attorney need to be notarized?

Answer: The power of attorney is used when a third-party bids on behalf of the actual bidder, since you are bidding under your company's own name that would not be required at all.

Question 13: On the financial side in terms of annual income statements etc, as a non-profit organization we do not need to have an accountant and given the nature of the Dutch law we do not have these documents

Answer: Please explain this specific situation in the bid and provide examples of the size of previously undertaken contracts/projects including figures that would demonstrate your financial capability.