

## **MINUTES OF PRE-BID CONFERENCE**

### **To clarify some technical issues of development and submission of documents under RFP/277/2013 “Conducting a series of workshops/training sessions”**

**Date: 10/04/2012, 11.00-13.00**

**Place: Minsk, Kirov str. 17, 6<sup>th</sup> floor**

1. **Q:** What bank certificate should the company provide?

**A:** The company should provide a bank certificate confirming the lack of debts and company's liability.

2. **Q:** Where can we find the sample of Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List?

**A:** The company should provide a self-declaration (free format) containing the following statements:  
We hereby declare that:

- a) All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern.

3. **Q:** For which Lot does UNDP provide premises?

**A:** UNDP provides premises for all Lots of the tender.

4. **Q:** Since the geography of the assignment is not yet 100 % determined, how should the companies calculate travel costs?

**A:** While calculating travel costs, the price level in regional (oblast) capitals should be taken as the basis for travel and accommodation costs. When calculating fuel costs, the average distance to regional (oblast) capitals should be taken into account.

5. **Q:** What is considered to be the proof for the number of projects implemented /trainings conducted by the trainer?

**A:** In case of experience/profile description, both, for the company and the trainer each project should be described in detail, with the indication of implementation timeframe (month, year of

implementation) and contact information of the customer. UNDP reserves the right to contact previous customers for references.

6. **Q:** Does UNDP provide training modules for the Lots 2, 3 and 4?

**A:** No, UNDP provides modules only for the Lot 1. For other Lots, companies develop training programmes independently.

7. **Q:** How detailed should be the trainings under Lot 2? It is hard to cover all details of e-trade and web-sites development within 8 training hours.

**A:** The key task under Lot 2 is not to teach customers to create web-sites. The key task is to teach them to clearly formulate the assignment for site developers, use available e-promotion tools and provide adequate information to site end-users.

8. **Q:** If evaluation process takes longer than expected, will the contract start date change as well?

**A:** Yes, in case of a delay in evaluation, contract start date will be changed accordingly.

9. **Q:** How are CVs of the trainers evaluated?

**A:** Only the CV of a team leader (the one who conducts the training) will be evaluated. It is important therefore to describe in detail all relevant experience/projects/diplomas and degrees. CV template can be found in attachment 6.

10. **Q:** Can the company decide in which regional/district city to organize a seminar?

**A:** Yes, the company can decide where they want to organize trainings. If the company has potential clients among light industry enterprises in the regions, they should provide a brief schedule indicating the preliminary dates and cities where the trainings will be held. This schedule should be submitted together with other document for tender.

11. **Q:** Can the companies use third-party services to organize coffee-breaks?

**A:** Yes, the company can use third-party services to organize coffee breaks. In any case, coffee breaks' costs should be included into price proposal before its final submission. UNDP will not cover any costs on top of those mentioned in finance proposal.

12. **Q:** Under Lot 4 there are 10 seminars on 2 topics: "Advertising and PR" and "Brand development and promotion". Does the company need to develop a separate individual agenda for each seminar, or all seminars under one topic are the same?

**A:** In this case there are indeed only 2 topics and all seminars under each topic should be identical. At the same time light adaptation of the topic to the needs of each individual client is very welcome (where possible).

13. **Q:** What do you mean under client database (Annex 4, par. 5 of Outputs and deliverables section)? Who will provide this database?

**A:** Under database we mean a database containing questionnaire data (except for names) of the customers and their evaluation of the training. The link to the database as well as questionnaire template will be provided by the Project.

14. **Q:** Contract start date is May 15. Does it mean that the first training must be conducted on May 15?

**A:** No, contract start date is the date when the Supplier starts all preparatory work for the trainings. Exact date of the first and other trainings will be determined later.

15. **Q:** Do all training participants have to work in light industry (LI)?

**A:** Trainings are designed for LI representatives. A very small number of representatives from other fields can participate in trainings, provided that the participants' limit is not exceeded. In any case, the preference is always with the LI representatives.

16. **Q:** Is there any fee envisaged for the participants?

**A:** No. Trainings are absolutely free for all participants. Any fees paid to the training provider will be considered a severe violation of contract terms.

17. **Q:** Can the company conduct the seminars at its own premises? If yes, will relevant costs be reimbursed?

**A:** Yes, the company is very welcome to organize trainings at its own premises – it is very convenient for both, the company and the participants. At the same time, no costs will be reimbursed.