



**Pre-bidding Conference Minutes
Procurement of Crime Scene Investigation Kits, Support to Justice Sector Reform Republic of
Moldova (ITB15/01027)**

**07 July 2015, 14:00
UN House Conference Room**

Attendees: Representatives of 2 companies from Moldova and 1 from UK (via Skype).

Agenda:

1. Description of the ITB process
2. Questions and Answers received during the Pre-bidding Conference

1. Description of the ITB process

The purpose of the pre-bidding conference for the ITB15/01027 is to explain important aspects related to the procurement procedures and clarify various technical aspects of the requirements. It was highlighted that this tender is a re-launch of a previous competition, the previous tender was cancelled due to some procedural issues. Therefore it was decided to revise and re-launch the competition. Details of the previous tender can be found on the UNDP web page: <http://www.undp.md/tenders/details/1027/>.

A detailed description of the ITB process was made, highlighting the most important parts of the published document: minimum requirements, general and special conditions applicable, minimum qualifications for bidders, submission details and deadlines, evaluation criteria, details of the Schedule of Requirements, Technical Specifications and required format and modality for presenting the price quotations, as well as the methodology and procedures for identifying the winners of the competition.

Other important issues addressed during the pre-bidding conference were:

- The deadline for submitting offers is 17 July 2015, 12.00 local time. The public opening of bids is to be done on 17 July 20015, 14.00, where will be announced the names of companies and the amount of each offer.
- Bids have to be submitted in 2 sets: 1 original and 1 copy.
- Offers can be submitted either in hard copy or electronically. If the bidder chooses to submit an electronic offer, the files shall be in PDF format and password protected. The password will be requested from the bidder after the deadline for submitting the offers and will be used for the public opening of bids;
- Details of the required documents that must be submitted;
- “Section 7: Price Schedule Form” should be carefully filled out, the price per unit should be provided and as a separate line the cost of delivery of the required goods should be provided;
- The Data sheet provides the specific requirements of the ITB, if discrepancies arise between data sheet information and other ITB sections, the data sheet shall prevail.
- The list of goods to be procured contains 16 items, describing the minimum requirements for each item. The requested items may differ depending on manufacturer, certain positions can be replaced (following a proper justification and acceptance) by alternative goods with similar characteristics and functionalities.
- The deadline for submitting requests for clarifications or questions is 5 days before the submission date (by 12 July 2015).

- The preferred currency of bids is USD. Bids in any other currency will be converted to USD for the evaluation purposes using the UN Operational Rate of Exchange on the date of ITB deadline.
- Bids must contain all 16 items mentioned in the specifications. The contract will be awarded to only one supplier, partial bids are not accepted.
- The maximum delivery term shall not exceed 90 days from the date of contract signing.

2. Questions & Answers received during the Pre-bidding Conference

Question 1: Payment: Will the advance payment be applicable?

Answer: No advance payment is envisaged for this case. Payment will be done within 30 days after full delivery and acceptance of items.

Question 2: Technical specifications: Which is the policy for alternatives regarding items specifications?

Answer: The bidders are requested to provide items in conformity with the requirements of specifications.

Question 3: Expire date of some products is very limited and cannot cover the warranty period. Is it accepted to provide them like they are?

Answer: The general requirement in terms of warranty period is 2 years. If any of the proposed products has a shorter warranty period, this should be expressly mentioned.

Question 4: Manufactory authorization form should be issued for every item or could be limited to the critical ones only?

Answer: Is it required to provide as many manufactory authorizations as possible, especially when the larger part of the items will be coming from a single manufacturer or when the value of a single item is high as compared to other items.

Question 5: How to act in the situation when items from the kit do not fit into the specified case?

Answer: The requested external dimensions of the cases follow the spaces for storage already in place. Any deviation in excess will be incompatible with the available space and will make the use of kits impractical. If the proposed products will not fit into a case meeting the requested dimensions, the bidder may want to consider submitting two cases for one kit or to propose alternative storage solution(s) for the products which require extra space.

Suggestion from Bidder: Proposal of an alternative product that in opinion of supplier is better and safer.

Answer: The bidders are requested to provide items in conformity with the minimum requirements of specifications.

Questions received after the pre-bidding meeting

Q.1. Do you know if any training will be required for the crime scene kits requested?

A.1. Training is not part of this procurement process. However, the potential supplier may decide on its own to provide any training as part of the bid, where deemed necessary. Provision of training will not advantage the supplier in any way.

Q.2. Would cases with other external dimensions be acceptable?

A.2. The case dimensions requested in the solicitation document are following the dimensions of the

compartments in the crime scene vehicles where the kits will be stored. These are the maximum acceptable dimensions; any case offered with larger dimensions (either width or length or height) will not be acceptable. Smaller cases are acceptable. The supplier may decide to offer the content of some kits in two cases, keeping in mind the maximum acceptable external dimensions or to propose alternative storage solution(s) for the products which require extra space.

Q.3. Would approximate dimensions for some of the offered products (e.g., transparent lifting tape) be acceptable?

A.3. The solicitation document specifies the minimum specifications/requirements. Each and every specification of the proposed products which will be above the required will be acceptable.

Q.4. Please provide minimum specifications for the “Antistatic spray brush system” (Item 2-11, Item 3-4)?

A.4. A product similar to what is expected is FACII Powder/Brush System by Sirchie.