

**Minutes of the Pre-proposal Conference for RfP16/01208:
“Re-engineering of the State Register of Mobilization Resources”**

12 April 2016, 11:00

UN House, Conference room

Agenda:

- I. Presentation and description of procedures
- II. Questions and answers

I. Presentation and description of procedures

The Pre-proposal conference was opened by Mrs. Diana Zaharia, Senior Project Officer, Democracy Programme / Elections, who welcomed the participants and thanked for the intention and interest to participate in the tender. Mrs. Zaharia made a short presentation of the scope of the project, emphasizing its main objectives and introduced the team present to answer to the questions.

Further, Elena Birau, Procurement Assistant, Democracy Programme / Elections went through the submission and procedures requirements as indicated in the RfP document. She also pointed out some of the important aspects like expectations, selection criteria, rules and regulations to be applied in the process of evaluation.

Mrs. Birau elaborated more about the list of Required Documents that must be submitted to Establish Qualification of Proposers and paid more attention to the fact that the company must present a Consortium agreement (in case of Consortium with local company) or Collaboration Agreement (in case of local subcontractor) in the Republic of Moldova, in case the bidder is a foreign company.

It was also mentioned the fact that the original Terms of Reference were written in Romanian language and afterwards translated into English, thus there may be some mistranslations.

II. Questions and Answers

Question 1: What is the integration mechanism with other IT systems?

Answer 1: Figure 2.1 displays the system architecture. It will integrate with M-Connect. Not all systems can be integrated via M-Connect. Therefore, some of them will be integrated directly. The State Register of Mobilization Resources (SRMR) will not display services towards other systems. It will supply data to SAISE only. Interconnection is an organisational issue the Ministry of Defence shall deal with; it is not a Developer issue. It is envisaged to integrate the systems for which this is a binding requirement (integration with M-Connect), those with D – as appropriate. If integration is not possible, then standard import files shall be used for integration to ensure mutual data exchange. The file format shall be agreed by the Developer and the Data Supplier.

Question 2: Who shall specify the hardware requirements for the IT solution?

Answer 2: Should the offered solution have any peculiarities from hardware standpoint, they shall be proposed. To ensure system operation minimum configuration is required.

Question 3: Possibility to interpret the functional and non-functional requirements.

Answer 3: The functional and non-functional requirements have been split into two categories: mandatory/binding and optional/desired. Of course, it is desirable to implement all the requirements. However, for the time being, the implementation of business processes intended for managing human mobilization resources should be the priority. If the company takes the responsibility/obligation to implement the optional/desired requirements, then it would have scoring advantage upon the evaluation of bids. The developer shall clearly state the commitment to meet the requirements in the bid and/or an alternative method for its enforcement.

Question 4: What is the way of vehicle recordkeeping?

Answer 4: The records shall be kept as per the registration data comprised by the State Register of Vehicles and, where appropriate, the data on vehicle owner as per the State Register of Population or the State Register of Legal Entities.

We are not interested in having operational data on vehicle location. Perhaps, if possible, we should state whether the vehicle is in the country or has crossed the border.

Question 5: Is it possible to extend the Project duration? Including the case when the desirable/optional requirements are undertaken?

Answer 5: You should identify the unbiased risks and include them in the Project. It is not desirable to change the actual duration referred to in the TOR that shall run from the moment of signing the contract. All proposals in terms of project duration amendment, including the commitment to meet the desirable requirements, shall be included in the technical offer.

Question 6: Is ISO 27001 certification mandatory?

Answer 6: YES. The system will be encrypted. The data managed by it have the status of State secret. Also, confidentiality agreements will be signed.

Question 7: What about the platform and Microsoft strange certification requirements?

Answer 7: The Ministry required the platform to be open source. To this end, if the presented offers are based on commercial software, its cost and the overall licence costs shall be included in the financial bid. An error was committed during staff evaluation in terms of their certification in Microsoft technologies. We will try to replace it with certification for the offered software platform.

Question 8: Would we benefit if we use M-Connect platform for SRMR?

Answer 8: The applied mechanism is of no interest for us; the only thing we are interested in is to ensure integration with external IT systems. In most cases the system is a data receiver rather than a data donor. It should provide data for election purposes only.

A suggestion: All functional and non-functional requirements undertaken by the Bidder should comprise a brief description of the method applied to implement the functional requirements. In case of optional requirements, especially the desirable ones, presenting own vision would be appropriate.

Question 9: Is it mandatory to have a representative in Moldova?

Answer 9: YES. Someone from the consortium shall be present. It is important to have a local representative to interact directly with the Beneficiary or to ensure operational assistance during the maintenance period.

Question 10: Do you accept bids in Romanian only or/and in English as well?

Answer 10: The application forms should be only in English, this a general UN Rule

Question 11: Please confirm that accordingly with requirement GMS 002, page 90 from ANNEX 1, it is absolutely necessary ISO 14764:2005 for the eligibility of the bidders or the requirements can be only followed in the maintenance period?

Answer 11: No, this is not a mandatory requirement, this requirement is more related to respecting some condition of development, testing and further use of software resources.