Minutes of the Pre-proposal Conference for RfP16/01285:

"Development of the Address Register Information System"

24 August 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, Tatiana Panfil, Procurement Associate, UNDP Moldova 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. Panfil 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 have permanent branches in Moldova (in case the bidder is a foreign company) or an equal local Consortium Partner (not Subcontractor); and a valid Certification in ISO 27001 (in case the bidder is a consortium, all the companies that are part of the consortium must hold a valid ISO 27001 Certificate).

II.Questions and Answers

Question 1: Is it acceptable to submit the Financial Statement instead of the Auditor's Report?

Answer 1: Yes.

Question 2: Does the company's requirement to obey the UNDP contracting terms and conditions extend to the implementing timeframe as well? 5 months implementation period for an IT Project is quite difficult.

Answer 2: The terms of the respective assignment have been closely coordinated with the beneficiary institution. There is a slightly adjusting timeframe that will be discussed and agreed with the winning company. The project ends up in March 2017, thus all operational and contractual activities must be closed in due time.

Question 3: What means shall be used to demonstrate the company's adherence to the UNDP core values and how will this affect the implementation of the assignment?

Answer 3: One of the UNDP's mandate is to offer equal opportunities. Therefore, provision of information related to the employment of women in managerial positions, or people with disabilities in key positions will be considered an asset. A general information would suffice.

Question 4: Regarding presentation of the Management Structure and Key Personnel, can it be presented separately if the internal structure of key positions is different?

Answer 4: Yes. The company can present additional team experts that correspond with the technical requirements. It is worth mentioning that the cost may increase as well, therefore the company shall keep the balance between meeting technical expectations and providing a reasonable financial proposal.

Question 5: Why is the knowledge of English required for technical experts such as Developer or QA Engineer?

Answer 5: The score for English is very low and it is included for orientation. Since the clarification of some technical questions may occur during the implementation period, it is appropriate that the support staff can address them

properly. Moreover, English is the working language in an international environment.

Question 6: Are there some available technical details, data, or any other info related to the implementation of address register that has been initiated 5-6 years ago by Intex-Nauca?

Answer 6: There is an Information System in place which is operational but outdated. It contains Presentation of the System, Data Base, etc. More detailed information can be presented upon formal request.

Question 7: There are any possibility that the new Address Register Information System might duplicate the existing platform implemented under MODLIS? Since the current RfP requests a new platform and a new system, wouldn't be easier and logical to use the existing platform and integrate the new address register?

Answer 7: This System in place does indeed contains geographic and textual data. However, its functionality is not identical to the one sought under current ToR. MOLDLIS system is different in terms of functionality and other tasks, and has limited access. It is intended to have a wider circle of actors involved in this process (including local public authorities).

Question 7: When is it intended to implement the MODLIS.

Answer 7: In the first half of 2017. It is currently under development. Recently have been clarified all the technical issues related to integration of System's address-book.