

Minutes

Pre-tender conference for

Design and Development of a Database and Environmental Monitoring System

Ref: 211-2016-RFP-UNDP-EEP-CCCD

Venue: UNDP office, 39, Aini Street, Dushanbe
Date and time: October 18, 2016, 15:00 a.m.

Agenda:

1. Meeting with offerents concerned
2. Acquaintance with the tender procedures and expectations
3. Questions and answers

Members presented:

UNDP:

Mr. Suhrob Raupov, EEP CCCD Project Manager, UNDP
Mr. Nurillo Nosirov, Procurement Associate, UNDP CO
Mr. Dilovarsho Dustov, Team Leader, National Center for Biosafety and Biodiversity

Offerents participation:

Mr. Mirboev E., Manager	LLC "Nizor"
Mr. Navruzshoev I., Developer	LLC "Nizor"
Mr. Nasirjonov B., IT specialist	LLC "Nizor"
Mr. Saydulloev I., Consultant	LLC "iSys"
Mr. Saidjafar A., IT manager	LLC "Mavji Tojikiston"

Solicitation documents of above mentioned tender were posted by the UNDP Country Office on UNDP TJ, UNDP.ORG, UNGM web-sites and local newspapers from October 13, 2016. The deadline for submission of Bids was set on October 31, 2016.

The pre-tender conference was set to October 18, 2016 at 15:00 a.m., where tender procedures and specifications of items were to be clarified.

Conference was started by the UNDP Procurement Associate, who welcomed participants and explained the aim of the conference.

Further on Mr. Suhrob Raupov briefed the participants about the Cross Cutting Capacity Development (CCCD) project and went through tender items and explained what was expected from bidders to avoid possible misunderstandings.

Q: *When will we be able to see the data templates? What type of reports is envisaged?*

A: There will be simple fixed reports as well as dynamic reports. The reports will be filled in by the Committee for Environmental Protection (CoEP) specialists in the regions (5 piloted regions) and transferred to the CoEP in Dushanbe by means of the system to be implemented

- Q: *What is the purpose of IT assessment included in the RFP?*
- A: Up till now some hardware was already purchased. The purpose of the IT assessment is to find out what is missing to make the system fully functional. In case additional hardware is required, it will be purchased by means of a separate tender.
- Q: *Internet connection in the piloted regions?*
- A: Internet connection is to be provided by the contractor for the period of 12 months. Internet connections should be stable to provide for uninterrupted dataflow.
- Q: *Bid/Performance security is not required?*
- A: No.
- Q: *Recommendation letters from previous clients required?*
- A: Yes.
- Q: *In case additional hardware is required but not provided on a timely basis, who will be responsible?*
- A: The contractor is to carry out IT assessment ASAP (after contract signing) in order to give UNDP enough time to purchase hardware on a timely basis.
- Q: *Environmental indicators, which are the core of the system to be developed, are not yet approved. When will it happen?*
- A: The indicators will be approved by the Government sometime before end of October.
- Q: *The system is to be scalable? Should there be possibility to interconnect with other systems/Ministries?*
- A: Yes, such possibility should be in place. Other ministries are ministries/institutions dealing with environmental issues (e.g. Committee of Statistics). Also, some sort of functionality to allow public access to some data (not all) e.g. by means of a web site should be present.
- Q: *Should there be functionality to allow automatic data gathering from other devices?*
- A: No, data will be entered manually in the piloted regions.

At this point pre-tender conference closed.

Mr. Suhrob Raupov, EEP CCCD Project Manager, UNDP

Mr. Nurillo Nosirov, Procurement Associate, UNDP CO

Mr. Dilovarsho Dustov, Team Leader, National Center for Biosafety and Biodiversity