**United Nations Development Programme**

**Procurement Services Unit**

**PRE-PROPOSAL TELECONFERENCE MEETING**

**RFQ** **Case Ref.: RFQ-TKM-018-2020**

**Services of the company for the development of software IS "Statistical Business Register" for the State Committee of Turkmenistan on Statistics**

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| **LOCATION:** | Teleconference, moderated from UNDP Turkmenistan |
| **DATE and TIME:** | 26 November 2020 at 15:00 PM (Turkmenistan Time) |
| **PARTICIPANTS****(UNDP/ PROJECT/ END-USER):** | UNDP Turkmenistan:Gulyalek Berdyeva, Project Manager "Strengthening Institutional and Statistical Capacity in National Accounts" Abzal Sagatov, International consultant / specialist in the development of technical specification of software for the statistical business register, evaluation of tender documents and quality assurance at the final stage of installation and implementationAkmyrat Danatarov, Program Analyst on Governance, Economic Development and Inclusive GrowthAygul Atabayeva, Procurement Associate Kristina Kalinka, Project Implementation Unit Albert Ishmukhamedov, ICT AssociateRepresentative of the State Statistics Committee of Turkmenistan Aleksey Sopiyev - translator |
| **PARTICIPANTS (BIDDERS):**  |

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| **PRE-PROPOSAL TELECONFERENCE MEETING PARTICIPANTS:** |
| **Organization Name** | **Company Representative** |
| Moon 36 | Guvanch Myradov |
| Imdat Electronics | Timur Jernyayev |
| Asman Oky | Agajan |
| Interested party | Serdar orazbayev |

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| **AGENDA:** | 1. Introduction & Protocol of the Pre-Proposal Teleconference.
2. Brief project overview and Terms of Reference.
3. First round of questions.
4. RFQ document overview.
5. Final round of questions, if any.
6. Final remarks and closing.
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1. **Introduction-Aygul Atabayeva, Procurement Associate.**
	1. The moderator welcomed connecting participants and requested all to wait for about 7 minutes allowing all interested participants to connect through. After confirmation of successful connection, the moderator welcomed all connected once again to the “Pre-Proposal Teleconference Meeting” conducted under the RFQ -TKM-018-2020 on Services of the companyfor the development of software IS "Statistical Business Register" for the State Committee of Turkmenistan on Statistics.
	2. The moderator introduced UNDP participants and requested all participants from the Bidders’ side to introduce themselves (name and company) one by one.
	3. Since all participants present were local company representatives, the pre-tender teleconference was held in Russian.
	4. After introduction of the participants, the Moderator explained the agenda of the pre-proposal meeting as follows:
		* The agenda points are announced as per above. The Meeting is divided into the following parts: (2) brief project overview and terms of reference; (4) RFQ Document overview
		* Each corresponding part shall start with the Moderator providing highlights or additional explanations on the aspects as stipulated in the RFQ (i.e. procedural or technical).
		* After the initial highlights, the Moderator will open the floor for questions from the participants.
		* Questions that can be answered immediately will be answered so during the teleconference. Questions that might require further internal discussion will be answered in writing after the teleconference, together with the Minutes of the Pre-Proposal Teleconference shared with all bidders.
		* After addressing corresponding main parts and before closing the Meeting, the Moderator will open the floor for a final round of questions, if any. After that, the Moderator will make final remarks and close the Meeting.
	5. Pre-Proposal Teleconference minutes covering the content of the session, clarifications corresponding to questions raised, and any resulting RFQ Amendments will be an integral part of the RFQ documents.
2. **Brief project overview and terms of reference – Gulyalek Berdyeva, Project Manager "Strengthening Institutional and Statistical Capacity in National Accounts"**

In 2018, UNDP and the State Statistics Committee of Turkmenistan initiated a joint project “Strengthening the National and State Budgets”. One of the main components of the project document is the adaptation of business standards to international standards (2008), and during the implementation of the project, a comprehensive analysis of business registration was carried out and the following was revealed:

***Registration of a legal entity takes about 2 months.*** The timing of registration of a legal entity has a negative impact on the activities of the business community.

***Difficulties in choosing the name of the enterprise.*** Verification of the name of an enterprise in the country takes about 10 days, and in the positive case, a Certificate is issued, which confirms that enterprises under this name of the territory of Turkmenistan are not registered. The certificate is issued for a period of 3 months. At the same time, it does not ensure the uniqueness of the name (in those cases when the same name is sent for verification at the same time with another).

***Lots of required documents for registration***. Before registering, you need to collect a lot of documents and submit them to the territorial division of the Registration Department of the Ministry of Finance and Economy. In addition, different registration authorities require the same documents. Documents are also submitted on paper to other bodies (Committee on Statistics, Tax Committee and Pension Fund). ***Identification codes in various government agencies.*** The business community has, at the request of a state body, a certificate on the assigned codes of various state bodies (such as IIN, OKPO and the number of the policyholder). For verifying various identification codes in the databases of state bodies.

***Classifiers and reference books are updated with a delay in the software of state bodies***. Changes in classifiers and reference books require "manual" changes in the software of all territorial divisions of state bodies. In the territorial divisions, these changes are income with a delay (it takes time to update). ***Documents for registration are stored in offices or archives on paper.*** Due to the many necessary paper documents for the registration of legal entities, many documents accumulate in the territorial divisions and archives of the state, which must be stored for a very long time.

***Any changes lead to the mandatory re-registration of a legal entity (including when expanding a business).*** The grounds for re-registration of legal entities are: reorganization of the activities of a legal entity, changes in the composition of founders, types of activities, legal address, statutory fund, the name of the enterprise and the name of the founder, as well as other significant changes in the constituent registration documents.

***Decentralized databases lead to different data and require constant data reconciliation***. Each government agency has two types of databases: central and territorial databases. Maintaining basic data in a decentralized form leads to differences in data (information) within the government body. At the republican level, that is, data in various state bodies and their territorial divisions.

**Registers and databases require modernization (use of IT platforms).** Registers and databases run on outdated software. These softwares do not allow the transition from a decentralized database management system to a centralized one. Also, they do not have the function of interaction (interaction or interchange of data) with other information IT systems.

As a result of the analysis, it was proposed to reform public services to create a Single Window for registration of legal entities, which will require the following steps:

Centralize databases at the central level of all government agencies involved in the registration of legal entities;

Purchase of server hardware;

Provide an uninterrupted communication channel;

Integrate IT systems of state bodies involved in the registration of legal entities;

Thus, there is a need for software development for a statistical business registrar that

created in order to improve the efficiency of the production of statistical data in the field of national statistics:

organization of effective statistical monitoring of the economic activities of legal entities and individuals; increasing the efficiency and efficiency of collecting statistical information.

increasing the efficiency and efficiency of collecting statistical information. increasing the reliability of information;

increasing the efficiency of the analysis of the economic activity of legal entities and individuals;

the possibility of wide publication and dissemination of statistical information;

ensuring a unified information space and information compatibility of state information resources on the basis of the mandatory use of identification of objects of statistical accounting in them;

to provide various categories of users with timely and convenient access to the accumulated and current information;

to ensure the protection of information from unauthorized editing and access.

This software in the future, when integrated with IT systems of other ministries, will significantly reduce the time of business registration and create a Single Window. What will serve as an integral part of the Roadmap for the implementation of the provisions of the Concept for the Development of the Digital Economy for 2019-2025.

The terms of registration of a legal entity will be noticeably reduced, which will ultimately affect tax revenues, social and pension contributions, the volume of production of goods and services, and the provision of jobs, etc.

There will be no need to collect and submit the same documents to different departments;

Will lead to a unified coding system, which will facilitate the work of specialists and avoid mistakes; Centralization of the database will lead to orderly accounting of legal entities;

Data integration will allow you to access and process data in an accelerated manner.

In general, all this will contribute to the introduction of advanced methods of public administration, maintenance of business and investment activity, as well as the further progress of the country.

This Technical Specification provides the basic requirements for software development services for the IS "Statistical Business Register" (hereinafter referred to as the System)

1. **First round of questions:**
	1. **The document "REQUEST FOR SUBMISSION OF QUOTATIONS" says that the software should be developed by an international company. Please comment.**

The terms of reference for this Request describes a number of criteria based on previous experience and staff composition. Before that, there was no similar work in Turkmenistan and local IT companies do not have experience in creating an information system for statistical registers. The experience of creating similar systems is important, because of this, the choice fell on international companies that have similar experience in creating an information system.

* 1. **Does it mean that the Turkmen company will not pull in skills?**

Perhaps there are IT specialists in Turkmenistan who pass according to technical specifications. However, since earlier such systems were not built in Turkmenistan, these specialists do not have experience in implementing such similar systems. In Turkmenistan, there is no statistician with experience in statistical registers who has created the register in accordance with international standards. The only option is to attract specialists with experience from other countries. In total, there are 2-3 specialists in the CIS countries who are able to advise such specific technical projects

* 1. **Was the local market of the companies studied and why did they come to the conclusion that the local company would not be able to fulfill this technical task?**

The local market was studied. But as it was indicated earlier, there was no similar work in Turkmenistan and local IT companies have no experience in creating an information system for statistical registers.

1. **RFQ Document overview –Kristina Kalinka, Projects Implementation Unit.**
	1. The participants were familiarized in detail with the requirements of the RFQ. All RFQ sections were reviewed in detail, including an explanation of all the necessary documentation to submit a complete proposal.

4.2. It was emphasized that bidders must provide all documentation and evidence as specified in the “Required Documents for Submission” section. Failure to provide all requested information and documents may lead to rejection of the application.

4.3. It was also emphasized that companies participating in the tender and submitting their proposal as a joint venture / consortium must provide a Letter of Intent describing the role of each entity and how each will function as a team in the implementation of the project, a sample joint venture agreement is attached to the tender document (Appendix 4).

4.4. It was clarified that the deadline for submitting proposals is set for December 4, 18:00 Ashgabat time.

4.5. It was also noted that all additional questions can be addressed to Aygul Atabayeva, UNDP procurement Associate, according to the contact details specified in the RFQ document.

1. **Final round of questions:**
	1. If we are talking about the Single Window system, then this concerns not only the organization of the State Committee for Statistics, this is already a national task. Sooner or later, we will all come to the need to create a nationwide information and computing center, and not so that each organization has its own "zoo" of technologies and programs.

Turkmenstat does not create a Single Window system as a whole. The objective of this project is to create an information system for statistical purposes and in the future, to be implemented (integrated) with the “Single Window” system. To create a “Single Window”, it is necessary that in each state agency that participate in the system of state registration of legal entities, there is a centralized information system for further integration between these systems in order to ensure the performance of their functions and registration functions according to the “Single Window” principle.

* 1. Specify the purpose of this conference.

The purpose of the meeting: to present in detail the tender document and answer questions.

* 1. There are 2-3 specialists in the CIS countries who are able to advise on such specific technical projects. Is it possible to provide their contacts for communication regarding obtaining advice on this project?

Information on specialists that were previously involved by IFIs (World Bank, UNDP and others) for similar work may be obtained from them. Perhaps there is information on their website.

* 1. Does Turkmenstat have an internal well-established network with velayats and etrap statistical centers?

Yes, there is. All territorial bodies have a separate network with a central office.

* 1. How will this system be implemented: step by step, that is, first in Ashgabat, then in etraps and velayats, or should it immediately work everywhere?

The IS “Statistical Business Register” provides for a centralized database, namely, the database itself will be located in the central office of Turkmenstat, and territorial (velayats) statistical bodies will have direct access to the database. In this regard, the information system must work at all levels and provide all the processes necessary for the full functioning of the statistical register.

* 1. As noted in the presentation of the RFQ document, more than 50% of the work must be done by an international company. And if a completely local company submits, can it take 100% full participation in Turkmen Manats currency?

If your company believes that it fully complies with all the technical requirements specified in the RFQ, then the company can submit its financial proposal as a local supplier in Turkmen manats.

5.7. Is it a fundamental condition that a local company must submit a financial proposal in Turkmen manats currency?

According to UNDP procedures, international/foreign companies participating in the tender can submit their own offer in foreign currency - US dollars, local bidders can submit offers only in the local currency – the Turkmen manat.

* 1. How do you envision the participation of an international company in the context of the COVID-19 pandemic? How can an international company understand the details of the work of the statistics system of Turkmenistan in 150 days?

For this, a joint venture / consortium between a foreign company and the involvement of a local subcontractor was proposed. That is, the foreign company will develop the software and the local company will be able to carry out the installation.

* 1. How will a foreign company hire a local contractor?

This kind of cooperation is very well practiced through various partners at the international and local levels.

1. **Final remarks and closing**
	1. Minutes of the meeting and Clarifications documents will be issued on English and Russian.

6.2. All additional questions can be addressed to Aygul Atabayeva, UNDP Procurement Associate, using the contact details specified in the RFQ document, to which answers will also be provided and posted on the UNDP website.