



Minutes of the Pre-bidding Conference

for RfP UNFPA/MDA/RFP/16/001 “Provision of Services to Develop and Implement the Communication and Dissemination Strategy of the 2014 Population and Housing Census Results in the Republic of Moldova”

29 November 2016, 15:00

UN House, UNFPA Meeting Room

Agenda:

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

I. Presentation and description of procedures

The Pre-bidding conference was opened by Mr. Cristian Ziliberberg, Project Officer, who welcomed the participants and made a presentation of the scope of the RFP, its main objectives, and the bidding procedures.

II. Questions and Answers

Question 1: Can the financial proposal include a budget line for unforeseen expenses?

Answer: The price schedule form should include a detailed budget with clear breakdown, which would include all the expenses. The unforeseen expenses would not be accepted.

Question 2: What is the total budget foreseen for the communication campaign?

Answer: We cannot disclose the total budget of the campaign. As it was stated in the announcement of the RFP, this type of the procurement is foreseen for the purchases with a budget up to 100 000 USD, therefore the budget will not exceed this sum, though we can tell you that the actual available budget for this campaign is much lower.

Question 3: How should we include in the budget the company management fee?

Answer: The company management fee should not be included as a separate budget item but re-distributed across all budget lines.

Moreover, please, make sure that the budget in your financial proposal is in line with the concept outline and the action plan.

Question 4: Could you send us the Power Point Presentation slides?

Answer: The slides of the Power Point Presentation will be uploaded on the UNFPA and UN Moldova websites for easy reference.

Question 5: You have mentioned in your presentation about the firm understanding. What do you mean exactly by “firm understanding”?

Answer: The “firm understanding” is actually the reflection on the main objectives which have to be achieved; the approach the company will use to achieve them, and why it is the most suitable for that.

Moreover, we recommend you to explain how your proposed approach leads into the proposed strategy and action plan, and how those help achieve the campaign’s objectives. The reasons for your suggestions should be clear. Examples to illustrate your point will be appreciated.

Question 6: Taking into consideration the coming winter holidays, and the planned deliverables for the middle of January, do you think there will be some delays because of the people being on holiday?

Answer: This year there are no additional holidays, except the official ones. The National Bureau of Statistics will work during this period according to the schedule, and so will UNFPA. We don’t foresee any delays caused by the forthcoming holidays. The only adjustments to the timeline may be caused by the availability of the census results.

Question 7: What would be the format of the financial reporting you are expecting from us?

Answer: A professional services contract will be signed with the winner and not a grant agreement or implementing partner agreement. Respectively, we would request only the financial documents (Invoice (“cont de plata”), Fiscal Note (“factura fiscal”), Receipt Report (“act de primire-predare”)) for the deliverables provided (services and products) as stipulated in the contract. We will not request any additional financial reporting.

Question 8: What is the expected period of the cooperation/contract?

Answer: The project ends in June 2017, therefore we foresee a 6 months cooperation period for the development and implementation of the campaign. The contract will be signed for 6 months period.

Question 9: Do you have any recommendation on how to make our proposal stronger?

Answer: We expect that strong firms will apply, thus you may make a real difference in application by preparing a clear, compelling, and well-reasoned, though short, concept outline of the strategy and the action plan. As this communication campaign is about census, data, and research, you can make an additional difference by showing that the firm and the team members understand data, public policies, and research methodologies, and their impact on the society. Moreover, please, prepare your documents in line with the requirements from the RFP in general and, more specifically, from the Terms of Reference, as this will simplify the work of the Evaluation Committee.