



MINUTES OF BIDDERS CONFERENCE

INVITATION TO BID

for development of the Import Module from Administrative Data Sources of the "Demographic and Social Statistics" IT System of the National Bureau of Statistics.

I. Background

The United Nations Population Fund (UNFPA), an international development agency, is seeking qualified Bids for the provision of services: development of the Import Module from Administrative Data Sources of the "Demographic and Social Statistics" IT System of the National Bureau of Statistics.

II. Objective

The purpose of the Pre-Bid Conference is to provide instruction to interested bidders about the requirement, how to prepare a responsive bid and to answer clarifications and concerns the bidders may have in relation to the request for proposal, the scope of work and other details.

III. Date and Venue

Date: 10 October 2024 at 2:00 PM (Moldova local time)

Venue: online, via Google Meet

IV. Presentation

To make this pre-proposal conference more beneficial to all interested bidders, a slide presentation has been prepared (attached as annex 1) and presented to potential bidders which covered the following contents:

1. Invitation to Bid Document

- ❖ Instruction for Bidders
- ❖ Overview and deadlines
- ❖ Documents establishing the eligibility of the technical bid
- ❖ Financial Evaluation
- ❖ Award of contract

2. Questions & Answers

To begin the presentation, the Programme Manager on Admin Data and GGS welcomed and thanked all participants who attended this pre-bid conference and explained about the purpose of the conference. She also encouraged all participants to openly ask for clarification if they are not sure in any part of this presentation.

Subsequent, the Programme Manager went through each slide, presented and explained all the contents of the Invitation to Bid document. After that, there was a general presentation about the



specific aspects of the assignment, including the methodology, list of activities to be performed, potential timelines etc.

The bid meeting ended at 15:00 (Moldova local time).

For any request for clarifications, bidders are required to send the queries in writing to **Cristina Cristian, UNFPA Finance and Administrative Coordinator** at email: cristian@unfpa.org.

V. Queries Raised by Bidders and Answers

At the end of this presentation, there were several questions from participants and these were clarified as per annex 2 attached.

During the meeting several companies asked to extend the period for submission of clarification questions, respectively, for the potential questions related to this call for proposals, it was agreed to extend the deadline for granting them, namely on October 18, 2024.

Prepared by:
Cristina Cristian, UNFPA Finance and Administrative Coordinator

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Cristina Cristian
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