



MINUTES
OF THE PRE-BID MEETING FOR THE PRE-QUALIFICATION
OF THE TENDER NT-2019-5-SERVICE-WEBSITES

held at SNPA Office, Lviv, Ukraine

Tuesday, October 8, 2019

WELCOME

- Communication Officer Khrystyna Mysak and National Procurement and Financial Officer Solomiya Stefanyshyn welcomed everyone.
- Each member of the audience introduced himself/herself and named the organization that delegated him/her to this meeting by signing the Presence list.

LIST OF PARTICIPANTS:

#	Name of a company	Representative of a company
1.	Explorer Life	Tkach Evgen
2.	Site gist	Svitlana.....
3.	Photographer	Homych Ihor
4.	AND ACTION	Khrystyna Boyko
5.	Site Gist	Markiyan
6.	Jet Soft PRO	Yuriy Pryima
7.	BJet	Volodia Tretiak
8.	InSpirito	Christina Boyko
9.	Happy	Yulia Serebriannikova

MAIN PART OF THE MEETING

- Communication Officer Khrystyna Mysak and National Procurement and Financial Officer Solomiya Stefanyshyn made the introduction to the pre-qualification meeting.
- All participants of the meeting signed the Presence list (see Annex 1).
- Communication Officer Khrystyna Mysak made a presentation on the SNPA project (general information, mechanism of financing, communication mechanism, etc.)

- The Procurement and Financial officer presented the pre-qualification form and explained the tables that have to be filled by the applicants. She also explained in more details the legal status of the employer AHT GROUP AG as accredited non-resident, the Registration of the project at the the Ministry of Economic Development and Trade of Ukraine and consequences that this entails in relation to tax and other fees.

QUESTIONS/ANSWERS PART

Question 1: How do we submit portfolios in the proposal in case of consortium of physical person entrepreneur (PPE)? As a joint portfolio or each PPE separately?

Answer SNPA Project: It should be submitted as a joint portfolio.

Question 2: How to calculate the costs required for special mechanisms of work, such as feeding animals before the photo shot?

Answer SNPA Project: The detailed information on time, location, input, etc. will be specified in the Tender Dossier during the second stage of selection process. In general, the project applies high ethical standards and disturbance to animals shall be avoided. Details will be regulated in the contract.

Question 3: What are the tasks of the proposed back-stopper?

Answer SNPA Project: He/she should provide supervisory services and not perform design work, etc. The working group consists of back-stopper (he/she should submit a CV), software developer, media manager, graphic/web designer.

Question 4: If the back-stopper's legal status will be changed during the period of contract execution, how should we lead with such situation?

Answer SNPA Project: Existing agreements concluded at the beginning of the work should cover the period of execution of the tender contract. The change of PPE status should be formalized by an additional agreement between the leading partner and such PPE and providing to the SNPA project for information.

Question 5: Who decides on the content of the websites?

Answer SNPA Project: Ministry of Energy and Environmental Protection of Ukraine, the beneficiary of the SNPA project

Question 6: Will the communication tasks be part of the tender?

Answer SNPA Project: The communication strategy has been developed, however not yet approved by the Ministry Order. The details of this communication strategy will be provided in the ToR of the tender.

Question 7: What is the financial scope of national tenders of KfW projects?

Answer SNPA Project: The national tender for consulting services within KfW project is from 25000,00 Euro till 100000,00 Euro

Question 8: Can there be a delay in financing of services as it usually occurs in state projects?

Answer SNPA Project: The payments are strictly bound to the payment schedule (installments) that will be fixed in the contract. There will be no delays with payments.

Question 9: What documents prove a turnover of PPE?

Answer SNPA Project: The turnover of PPE is proved by submission of copies of fiscal year Tax declaration for previous 3 years.

Question 10: If previous references are covered under non-disclosure agreement (NDA) contract, how can we include these references into proposal?

Answer SNPA Project: The permission should be obtained from the Client. Information on the references submitted with the proposal is confidential to SNPA project.

Question 11: Can the same company be a partner into several consortiums applying to the tender?

Answer SNPA Project: No.

Question 12: Which company will be receiving the payments in case of an association?

Answer SNPA Project: The lead partner.

Question 13: In case the result is not accepted by the Client how the Contractor will be reimbursed for the used time and efforts?

Answer SNPA Project: All the terms will be stipulated in the Contract.

Question 14: Who is the permanent and other staff and how many of those should be key experts?

Answer SNPA Project: The requirement is to present 4 key experts: back-stopper, software developer, media manager, graphic/web designer. In the table D you should indicate permanent staff and other staff.

Question 15: How the presentation of the Company should be designed?

Answer SNPA Project: Any format

Question 16: In case the Company participates in the consortium where the main Company is registered outside the Carpathian region, other partners of the consortium are registered in the Carpathian region, can such consortium qualify for such tender?

Answer SNPA Project: Yes

Question 17: How the travel costs will be reimbursed in the tender?

Answer SNPA Project: Some services will be covered as a lump sum, other will be reimbursed considering a per hour rate. All the details will be specified in the documents provided during the post-qualification stage.

Question 18: Are there deadlines set for each task of the tender?

Answer SNPA Project: The overall period of implementation of tender tasks is 3 years.

Question 19: When the results of pre-qualification will be available?

Answer SNPA Project: We expect to receive the KfW no objection on the results till the end of November 2019.

Question 20: In case the leading partner is a PPE, what Qualification Types of Entrepreneur Activities (UKR «КВЕД») such PPE should have?

Answer SNPA Project: The contract is signed only with leading partner, therefore all payments will be transferred to the its account. This PPE should have all Qualification Types of Entrepreneur Activities for all the services that are provided.