

**Minutes of The Pre-Bid Meeting for
the Tender "Consulting Services for GIS and IT Services for the Development of a Cadaster
System for Protected Areas in Ukraine"**

Lot 2

Lviv, Ukraine

10:00 am, Wednesday 9, December 2020

WELCOME

- Solomiya Stefanyshyn, National Procurement and Financial Officer, SNPA and Taras Yamelynets, Conservation and GIS Officer, SNPA welcomed everyone.
- Each member of the audience introduced himself/herself and named the position and organization that delegated him/her to this meeting.

LIST OF PARTICIPANTS:

#	Participant's name	Company, position	Contact details
1.	Solomiya Stefanyshyn	National Procurement and Financial Officer, SNPA	stefanyshyn@snpa.in.ua
2.	Taras Yamelynets	Conservation and GIS Officer, SNPA	yamelynets@snpa.in.ua
3.	Maria Halaiko	Project and Office Assistant, SNPA	galaiko@snpa.in.ua
4.	Dariia Svidzinska	GIS-Manager, Lot 1	d.svidzinska@gmail.com
5.	Viktoriiia Klymenko	Scientific Secretary, Institute of Telecommunications and Global Information Space	klimenko_vika@ukr.net
6.	Snizhana Zahorodnia	Senior Researcher of the Department of Environmental Research, Institute of Telecommunications and Global Information Space	zagorodnya.s@gmail.com
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8.	Oleksii Boyko	GIS-Specialist, PE	oleksa.boyko@gmail.com
9.	Dmytrii Diadin	GIS-Specialist, PE	dmdyadin@gmail.com
10.	Danylo Kin	Junior Researcher of the Department of Geographic Information Systems and Technologies, Geodetic and Cartographic Research Institute	kondanil24@gmail.com vgst@gki.com.ua

11.	Vadym Nesuk	Engineer of the Department of Geographic Information Systems and Technologies, Geodetic and Cartographic Research Institute	vadymnesuk@gmail.com
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MAIN PART OF THE MEETING

- Solomiya Stefanyshyn, National Procurement and Financial Officer, SNPA made the introduction to the pre-qualification meeting.
- Solomiya Stefanyshyn, National Procurement and Financial Officer, SNPA and Taras Yamelynets, Conservation and GIS Officer, SNPA presented the pre-qualification form and explained the tables that have to be filled in by the applicants.
- Solomiya Stefanyshyn, National Procurement and Financial Officer, SNPA announced that the deadline of submission of the documents is 12:00 pm, December 23, 2020 and the Pre-Qualification Tender Opening Session is scheduled on December 28, 2020.
- Solomiya Stefanyshyn, National Procurement and Financial Officer, SNPA noted that the financial proposal has to be submitted in EUR and without VAT.

QUESTIONS/ANSWERS PART

Question 1: How many pages should the answer contain for Forms 4 and 5?

SNPA Project Answer: There are no requirements for this. Must be a concise logical answer.

Question 2: What are the formatting requirements (fonts, etc.) for documents?

Answer SNPA Project: There are no requirements for this.

Question 3: Who signs the documents in case of a consortium?

Answer SNPA Project: The leading partner signs the documents, other participants should sign the Contract on Cooperation.

Question 4: Is it necessary to make a separate Power of Attorney in case of a consortium of PEs, which already has a Cooperation Agreement according to which one authorized person represents the whole consortium in the project?

Answer SNPA Project: If such a consortium does have a Cooperation Agreement in which a Leading Partner is agreed to represent the whole consortium, then it is not needed to make a separate Power of Attorney.

Question 5: Would the signature of one authorized PE in case of a consortium, which has Cooperation Agreement/Power of Attorney, be sufficient for the Technical Proposal Submission Form and for other documents? Or are the signatures of all PEs required?

Answer SNPA Project: All documents submitted by a consortium are signed only by the Leading Partner. The Declaration of Undertaking is signed by all members of a consortium.

Question 6: In which language should the documents be submitted?

Answer SNPA Project: All documents should be submitted in English. The Registration Certificate and Financial Reports are provided in Ukrainian, but on KfW's request can be also translated into English.

Question 7: Who signs the Declaration of Undertaking and Confidentiality?

Answer SNPA Project: Each member of a consortium signs the Declaration of Undertaking.

Question 8: Which counting units have to be used for a work schedule?

Answer SNPA Project: Months have to be used as counting units for a work schedule.

Question 9: How the Eligibility Criteria should be filled out?

Answer SNPA Project: The Eligibility Criteria should be filled out based on a leading partner's information. The Contract will be signed with a leading partner and money will also be transferred to him/her. The Eligibility Criteria can contain the information of other consortium members.

Question 10: Is financial reporting for 3 years of Private Entrepreneur in the form of an electronic declaration acceptable?

Answer SNPA Project: Yes, it is acceptable if the electronic Receipt Report № 2 from the State Fiscal Service is provided.

Question 11: What's the duration of the Cadastre Project?

Answer SNPA Project: The duration of the Cadastre Project is 2,5 years.

Question 12: How to count the budget for business trips (per diems, etc.)?

Answer SNPA Project: There are no requirements for this.

Question 13: Is the procurement of an equipment foreseen?

Answer SNPA Project: The procurement of an equipment is not foreseen in the Lot 2.

Question 14: Is the specified deadline (12:00 pm, 23.12.2020) considered as the deadline for receiving the documents by the tender committee or as the deadline for the documents to be sent by post?

Answer SNPA Project: The specified deadline (12:00 pm, 23.12.2020) is the time when tender documents have to be delivered to the SNPA Office (Office address is specified in the tender documentation).

Question 15: Is it enough to provide bank statements of the consortium members in the form “E/QUAL” until September 2020 (for the third quarter of this year inclusive)? Or should they be provided for October-November 2020 as well?

Answer SNPA Project: Bank statements are not required in the form “E/QUAL”. You only need to provide annual reports for 2017, 2018, 2019 (3 reporting documents). Please attach the electronic Receipt Report № 2 from the State Fiscal Service if the reports were submitted electronically, or copies of reports with the stamp of the State Fiscal Service, if they were submitted physically.

Question 16: Should the signed consent to participate in the project in the form of separate documents be provided for the Positions of GIS-technicians and GIS-consultants?

Answer SNPA Project: It is not necessary to sign a separate consent.

CLOSING OF THE MEETING

Solomiya Stefanyshyn, National Procurement and Financial Officer, SNPA and Taras Yamelynets, Conservation and GIS Officer, SNPA thanked everyone and closed the meeting.