



MINUTES
OF THE PRE-BID MEETING FOR THE
TENDER NT-2019-5-SERVICE-WEBSITES
held at SNPA Office, Lviv, Ukraine
Monday, November 25, 2019

WELCOME

- National Procurement and Financial Officer Solomiya Stefanyshyn welcomed everyone.
- Representatives of the two shortlisted consortiums were present at the meeting.

PARTICIPANTS:

1. PE (Private Entrepreneur) Lyubomyr Oliynyk in association with PE Blazhivsky Volodymyr and PE Lysyk Bohdan
2. PPE (X Private Entrepreneur) Nayda Yuriy in association with PPE Chumak Ruslan Evgenovych, PPE Tkach Yevhen Serhiiovych

MAIN PART OF THE MEETING

- Communication Officer Khrystyna Mysak and National Procurement and Financial Officer Solomiya Stefanyshyn made the introduction to the proposed agenda of the pre-bid meeting.
- Communication Officer Khrystyna Mysak presented the ToR of the tender
- The Procurement and Financial officer presented the technical proposal forms and Statement of costs forms that have to be filled by the applicants.

QUESTIONS/ANSWERS PART

Question 1: Why backstopper is not employed full-time?

Answer SNPA Project: The time input of the backstopper should be calculated according to the terms of the ToR, there should be more intensive input from backstopper at the beginning of the project and less input towards the end of the project.

Question 2: Can the applicant propose similar or better solutions for services.

Answer SNPA Project: Yes, analogue to the required services or improved solutions are allowed.

Question 3: Can the backstopper be a software developer.

Answer SNPA Project: The backstopper should be a different person then a software developer. He/she shall have overlooking and administrative management functions.

Question 4: Who are the focal points of this contract?

Answer SNPA Project: Focal point from AHT GROUP AG is Khrystyna Mysak, from the service provider it shall be the backstopper.

Question 5: On what servers should the websites be stored – Ukrainian or international?

Answer SNPA Project: Either Ukrainian or international servers can be used.

Question 6: Should the Comprehensive Information Security System be used for the websites?

Answer SNPA Project: There is no such requirement in the ToR for this tender, but there is: “The Contractor must offer a backup option for storing information that is posted on websites to quickly retrieve the websites in case of a hacker attack”.

Question 7: How are the payments handled below vs. above 500.000 Euro?

Answer SNPA Project: In the contract it is stated that if the value of the contract is above 500.000 Euro the payment is done from KfW account in Frankfurt, if below the threshold, the payment is done from the special account in Lviv managed by AHT Group AG.

Question 8: Who is responsible for the news that should be posted on websites?

Answer SNPA Project: The responsible Ministry of Energy and Environmental Protection

Question 9: Until what day the applicant should inform the AHT GROUP AG of their participation in the tender?

Answer SNPA Project: Until December 16th, 2019.

Question 10: Who will possess the property rights for the photos and videos produced for the tender?

Answer SNPA Project: The ownership right of the developed/created goods/services, after the photo and video materials are accepted, is proprietary to AHT GROUP AG rights. In every case the author wants to use that material, it is required to obtain written no-objection from the Project.

Question 11: Can the tender be cancelled if the proposals are above the budget?

Answer SNPA Project: Yes, the final decision in this case needs to be liaised with and approved to KfW.

Question 12:

What are the responsibilities of media manager for a general PAs website?

Answer SNPA Project:

- Collect and adapt initial content for the websites
- After the website is accepted by the Project, the media manager is responsible for its administration and content filling until the end of the Project (April 2020) with (1) news from Ukrainian PAs and interesting news from foreign PAs: 1-2 news per day, mainly taken from the individual PA websites, the Ministry of Energy and Environment Protection (MEEP) or other media and adapted. Occasionally, the material will be needed to be prepared from scratch; (2) 2-3 posts/week on Facebook PAs page; (3) important information that is quite complex, contains a lot of numbers or the like must be presented in graphic a format (pictures, infographics, etc.); (4) short videos of important events should be posted on the YouTube channel and the Facebook page (the video material can be obtained from the PAs or the MEEP); (5) Occasionally, one of the permanent texts on the website may need to be adapted or a new text must be added (e.g. if a new PA is created);

Question 13: What is the role of the MEEP in this tender?

Answer SNPA Project: The MEEP is responsible for the implementation of the Support to Nature Protected Areas in Ukraine Project. Therefore, the MEEP has to finally accept the work that will be done within the tender. The contract will be signed between the Project and the Contractor, all ongoing tasks and reports has to be accepted by the Project representative. Bigger tasks such the concept of video or the general website for PAs may require the approval from the MEEP.

Question 14: As the PAs websites will be created and updated/maintained during the next 3 years, what will be done with the general websites after that term?

Answer SNPA Project: After 3 years the websites will be transferred to MEEP.

Question 15: Is brand book already adopted?

Answer SNPA Project: Yes, it is. It will be available to consultant. It is not officially printed yet.

Question 16: Is additional own (technical) initiative welcomed if it doesn't overcome the budget?

Answer SNPA Project: According to the requirements the provided services should be equal on quality or better. It should be not only nice but also functional.

Question 17: Should local people be on the photos? Should the accents on the local problems be pointed out?

Answer SNPA Project: The detailed requirements in relation to this matter are provided in the ToR.

Question 18: What places of Carpathians should be filmed, only PAs or any other places too?

Answer SNPA Project: The core and wider landscapes of 8 target PAs should be addressed and taken for films and photos.

Question 19: Can we rely on the support of the eight target parks of the Project?

Answer SNPA Project: Yes, the Parks would be informed in advance about photo and video shooting.

Question 20: Should we calculate how much funds are needed for team work for 3 days working trip?

Answer SNPA Project: No. Only the price for the film should be mentioned.

Question 21: Is it important how many days will be used for filming of one track or total price for film track should be provided?

Answer SNPA Project: The quantity of spent days is not taken into consideration. The most important is final price for the film track and total price of provided services.

Question 22: Is it possible to discuss the propositions and the ideas personally?

Answer SNPA Project: No. An only open and transparent discussion are possible and they are recorded in minutes. It is important to provide fair and equal conditions for all participants.

Question 23: Can you provide us with the details of film now?

Answer SNPA Project: No. The scenario and the details would be discussed with the winner.

Question 25: What experts should give their CV and how many people should be proposed for each position?

Answer SNPA Project: Each key expert and backstopper should provide their CVs. Each position should be filled with a qualified expert.

Question 26: It is mentioned that all financial documents will be controlled and audited?

Answer SNPA Project: Yes. The Contract, Invoices, Act of provided services and reports will be audited by an external audit. Audit company will also request the registration documents of contractors which prove their status as tax payers, registration, codes of activities and tender documentation.