

**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 3

Lviv, Ukraine

12:00 pm, 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
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6.	Yuliia Zayichenko	Legal Adviser, Kaylas AERO/GIS Technology	shvidko.julia@ukr.net
7.	Andrii Cherin	Director, SoftPro	cherin.andrey@gmail.com
8.	Maksym Yevsiukov	Software Direction Manager in the GIS Domain, Intetics	mevsukov@intetics.co
9.	Andrii Halayda	Director, Kaylas AERO/GIS Technology	galaydaav@gmail.com
10.	Mykola Stymkovskiy	Head of the Development Department, Kaylas AERO/GIS Technology	solnake@gmail.com
11.	Yevhenii Havryliuk	Database Developer, SoftPro	havryliuk@softpro.ua
12.	Oleg Seliverstov	GIS-Specialist, PE	oleg.seliverstov@gmail.com

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 noted that the duration of the Cadastre Project is 2,5 years.

- 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: Can the working hours in the work schedule differ from those offered?

SNPA Project Answer: The offered working hours in the work schedule cannot be changed.

Question 2: What are the requirements for packing of the documents?

Answer SNPA Project: Each of the three proposals has to be provided in original and two copies and packed in separate envelope. After that, the Administrative and Technical Proposals have to be put in one envelope, the Financial Proposal have to be sealed in a separate envelope. Then, those two envelopes (Administrative + Technical and Financial) are packed in one general envelope.

Question 3: Why should a participant sign a CV?

Answer SNPA Project: Each CV must be signed by a participant who submits it, thus ensuring that he/she will be available for work within the defined working hours.

Question 4: Can you explain in a more detailed way the usage of defined working hours?

Answer SNPA Project: Employee has to work within defined working hours, it means that, e.g. if he/she has 6 defined working hours – he/she has to work during this period within the Cadastre Project according to the Work Plan where it would be designated, specifically when exactly this period applies.

Question 5: Is it allowed to have in a consortium a foreign company as a partner?

Answer SNPA Project: The participants should be the legal entities properly registered in Ukraine. The payment would be transferred in UAH to a leading partner in a consortium. If a leading partner is a foreign company – it has to have an official representation office in Ukraine.

Question 6: Should the 5 years of experience mentioned in the requirements be related exclusively to the conservation?

Answer SNPA Project: Ideally, it has to be related to the conservation but could also be related to different geosolutions.

Question 7: Whether customization or development is envisaged in the Lot 3?

Answer SNPA Project: The development from scratch is envisaged in the Lot 3.

Question 8: Is the delineation envisaged to be done by our own resources?

Answer SNPA Project: The delineation is the part of works in Lot 2.

Question 9: Should we take part in seminars in the Ministry of Environmental Protection and Natural Resources of Ukraine?

Answer SNPA Project: Staff from the Lot 3 can take optional part in such seminars (the participation of employees from the Lot 3 would not be financed).

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.