



## **Minutes of Pre-Offer Conference**

Procurement of Consultant Services

**Recruitment for a Design and Implementation Consultant for  
Advancing the Participation of Women Entrepreneurs in Kosovo's  
Clean Energy Transition**

Ref. No. 24-4008

December 02, 2024

Date: December 02, 2024, at: 14:00 hrs (Kosovo local time)

## A. Attendance (online via Teams)

### On behalf of MCA-Kosovo

1. Drilon Potera - Procurement Director, MCA-Kosovo
2. Florina Duli Sefaj - Chief Executive Officer, MCA Kosovo
3. Vesa Rezniqui Pallaska - Gender and Social Inclusion Director, MCA Kosovo
4. Bajram Neshati - BESS Project Director, MCA-Kosovo
5. Urtina Zeka - Program Specialist, MCA-Kosovo
6. Patricia Sanchez – Procurement Agent Manager (PA)
7. Aferdita Selmani - Senior Procurement Specialist, Procurement Agent (PA)
8. Besa Shala Malazogu - Procurement Specialist, Procurement Agent (PA)
9. Abetare Prebreza - Procurement Specialist, Procurement Agent (PA)

### From the Participants:

- ✓ 29 persons were connected from different organisations.

## B. Introductions & Opening Remarks

At 14:05 hrs, as scheduled, the MCA-K Procurement Director (PD), opened the Pre-Offer Conference by welcoming all attendees and informing the agenda of the meeting which will begin with the presentations from the MCA-K Team and that responses to questions will be addressed after all presentations were completed. The PD summarized the important dates for this procurement as planned in the RFO, as well as Vesa Rezniqui Pallaska a brief presentation of the project.

The attendees were informed that the meeting will be recorded for the preparation of the minutes, and the same will be sent to all the attendees and the Offerors who had registered with the Procurement Agent, and it will also be uploaded to MCA-K website.

## C. Scope of Services and RFO Presentations

### **i. Project and Scope of Services Presentation.**

Ms. Vesa Rezniqui Pallaska, the MCA-K Gender and Social Inclusion Director provided the Energy Storage Project, (sub-project activity (iii) Energy and Climate Policy Support Activity) the main activities, objective and specific description of the scope of services, the base and the option periods.

## **ii. Procurement Procedures Presentation**

The Procurement Manager Agent explained the key contents of the RFO and the procurement process, emphasizing that the offerors should download the relevant parts of the RFO: i.e.: Section I, "Instructions to Offerors", Section VI - General Conditions of and Section VIII - Contract Forms and Annexes for a complete understanding of the requirements of the RFO.

Covered topics included:

- The method of selection of this procurement (QCBS). The Consultants shall prepare their offers based on their own approach and methodology and all the key and non-key experts for the assignment.
- The submission of the Offers and its procedures. Clearly emphasized that two separated links have been provided for uploading the Technical and Financial Offers and that no Financial Prices should be included and/or uploaded in the Technical Offer and its link. The links for offers submissions will expire after the set date and time and the Offerors were advised to upload the information with sufficient time in advance to prevent any technical issues during uploading the offers.
- Section III of the RFO, Qualification and evaluation criteria were explained, including the technical evaluation framework.
- An overview of Section IV, offer submission Forms was also provided.
- Explained the Conflict-of-interest situations and procedures to report if any COI is noticed.
- Circumstances under which the proposals can be rejected, disqualified, or deemed non-responsive.
- MCC anti-corruption policy and hotline.
- Information about MCA-Kosovo's Bid Challenge System

The Procurement Manager Agent reminded the attendees of the deadline for submission of questions, noting that these should be submitted in writing to the email provided in the RFO document.

## **D. Questions and Answers**

At the end of the Presentation, the MCA-K PD, proceeded to read all the questions which were written in the chat and some answers were provided. It was explained that if MCA-K did not have an immediate answer, that question and its answer will be included in the Clarification No. 1 to be issued to all the Offerors. Below are the questions raised during the meeting.

<b>Question 1:</b>	What is the expected budget for the option and implementation period?
<b>Answer 1:</b>	The entire budget for this procurement activity, including the base, an option period is \$1 million.

<b>Question 2:</b>	Is there a maximum page limit for TECH-6?
<b>Answer 2:</b>	The current RFO does not specify a page limit for Tech 6. We will issue an amendment to set a maximum page limit of 20 pages for Tech 6, excluding CVs and cover pages, if any.

<b>Question 3:</b>	To confirm, does the budget for the assignment of USD 1 million encompass both the Base Period and the Implementation Phase/Option Period?
<b>Answer 3:</b>	Please refer to the previous answer to question 1-The \$1 million budget covers both the base and option periods, including the implementation phase.

<b>Question 4:</b>	On Section 3, subsection 3.4, could you clarify whether references for each individual proposed as key personnel? Refer to reference contact details as required with the CV or evidence of the key personnel, education qualification and experience.
<b>Answer 4:</b>	This only refers to reference contact details and those will be provided in the CV template.

<b>Question 5:</b>	Is there a maximum page limit for TECH-11?
<b>Answer 5:</b>	This is the CV form. There's currently no maximum limit for the CVs presented as TECH 11 form.

<b>Question 6:</b>	Is it mandatory to have MCC-funded references?
<b>Answer 6:</b>	No, it is not mandatory. However, if you have references from MCC-funded projects, please include them. Ensure they are listed in the appropriate form.

<b>Question 7:</b>	In the ToR it is not clearly identified whether the funds intended for the grants will go through the Offeror or MCC will manage these transactions themselves?
<b>Answer 7:</b>	We will provide an official response to this question by December 9 <sup>th</sup> , following internal discussions on how this transaction and related transactions will be handled.

<b>Question 8:</b>	While for other parts of technical proposal there is a set page limit, no such information is mentioned on the Methodology part. Is there any indication?
<b>Answer 8:</b>	An amendment to the RFO will introduce a 20-page limit for the methodology section, excluding the cover page and CVs, which are to be submitted in a separate form.

<b>Question 9:</b>	So, if the money is going through going to go through the implementing organization or through MCA?
<b>Answer 9:</b>	We will provide the official written clarification by December 9 <sup>th</sup> .

<b>Question 10.</b>	<p>Page 75 of the RFO - This paragraph is indicating that the option periods are to be negotiated. How does this fit with the 1 mil USD ceiling for both phases?</p> <p><b>2.2 IMPLEMENTATION PHASE – OPTION PERIOD:</b></p> <p>The Implementation Phase/Option Year comprises the delivery of the main activities to beneficiaries, organized into deliverables/milestones.</p> <p>This phase is expected be up to 30 months in duration; it could be shorter if the completion of all activities occurs earlier but is not to exceed the Compact end-date. The selected Offeror will provide implementation support in the form of coordination of technical assistance support services, grant administration, and communications and outreach campaigns per the modalities agreed in the base period. The detailed tasks for the implementation phase will be determined by the validated design developed during the base period and confirmed <b>in a revised costed work plan for the relevant option period.</b> The work plan will be evaluated and negotiated on annual basis as part of the annual report submittal process. If an agreement is not reached, MCA-Kosovo reserves the right to terminate the contract, without penalties or compensation, and to launch a new request for offers, while also reserving the unilateral right to refrain from exercising this option if deemed necessary.</p>
<b>Answer 10:</b>	We typically engage in negotiations during the design phase if there are any anticipated changes that might affect the implementation. In such cases, we negotiate adjustments to the work plan for the option periods. However, we do not expect any changes during the design phase at this time. Nevertheless, we would like to retain the option to negotiate any adjustments before exercising the option periods, should the need arise.

<b>Question 11:</b>	If the Implementation Phase/Option Period is optional, then how the offeror will be paid for the Base Period if there is no Implementation phase?
<b>Answer 11:</b>	Financial forms typically separate the base and option periods. If MCA-Kosovo chooses not to exercise the option for the implementation phase, the consultant will only be paid for the base period as quoted in their financial offer. Activating an option period is at MCA-Kosovo's sole discretion. If the option is not exercised, payment is limited to the work completed during the base period.

<b>Question 12:</b>	Are NGOs eligible to apply for this opportunity?
<b>Answer 12:</b>	We recommend reviewing the Instructions to Offerors and the Procurement Guidelines to determine whether NGOs are eligible to apply for this opportunity. An official response to this question will be provided by December 9th. In the meantime, you are encouraged to carefully read the RFO and the Instructions to Offerors for clarification. Offers should be reviewed based on evaluation criteria, eligibility, and compliance with all specified conditions. NGOs are eligible to participate if they meet the requirements.

<b>Question 13:</b>	Will the implementing company/consortium be responsible for managing the USD 2 million (grants)? This is outside of the USD 1 million budget, correct?
<b>Answer 13:</b>	The \$2,000,000 grant is separate from the \$1 million budget and represents an additional sum. The company /consortium is responsible for managing these grants. An official response regarding the evaluation will be provided in writing by December.

<b>Question 14.</b>	Regarding the evaluation: Is it foreseen that the evaluation of grant proposals will be done by the MCA or it should be done by the Offeror or there will be a joint evaluation committee?
<b>Answer 14:</b>	The grant process is still in its early stages. The approach will depend on the grant award procedure designed for the WEE program. Typically, it is preferable to include both internal and external evaluators.

<b>Question 15:</b>	Receiving answers only on the 9th leaves a short time before the Christmas/New Years season. With a deadline 8 January, there's little time to compile the proposal. Can bidders expect answers before the 9 <sup>th</sup> ?
<b>Answer 15:</b>	We will strive to answer before the 9th if we do not have any questions, then we will definitely start to answer before the 9 <sup>th</sup> .

<b>Question 16:</b>	Does the evaluation framework apply to the evaluation of all sections (references, CVs, methodology.) ?
<b>Answer 16:</b>	The evaluation framework applies uniformly to all sections, including references, CVs, and methodology. Each will be assessed using the integer method outlined in the RFO.

<b>Question 17:</b>	The process for handling of grants impacts considerably on the scope of work of the consultant - it is crucial for bidders to know what MCA prefers asap for making realistic work plans and budgets.
<b>Answer 17:</b>	We will work to clarify the grants procedures and handling processes as soon as possible. Once these procedures are defined, we will provide you with the necessary information to help you prepare a more competitive and informed offer.

Final Note: These answers were provided during the pre-offer conference; however, MCA-Kosovo may provide updated versions of the answers through the Clarification No. 1.

### E. Closing Remarks

- The Procurement Director of MCA-K thanked all the attendees for their participation and informed them that the minutes of the pre-offer conference will be sent by email including the recording of the session.
- The Pre-Offer Conference concluded at 15:00 hrs (Pristina time).

Attachments:

Annex 1	Meeting recording	<a href="#">Pre-Offer Conference - Recruitment for a Design and Implementation Consultant for Advancing the Participation of Women Entrepreneurs in Kosovo's Clean Energy Tran-20241202_140114-Meeting Recording.mp4</a>
Annex 2	Attendance record of the participants (online)	<a href="http://e.pc.cd/sa8y6alK">http://e.pc.cd/sa8y6alK</a>
Annex 3	Power Point presentation	<a href="http://e.pc.cd/REBy6alK">http://e.pc.cd/REBy6alK</a>